

PRIMET PRIMARY SCHOOL

Tatton Street, Colne. BB8 8JE
Telephone: 01282 864607
www.primet.lancs.sch.uk



Tuesday 15th September 2020

Dear Parents,

I am writing to you to thank all our parents who get their children to school everyday on time. We take attendance very seriously here at Primet because if your child is not present they cannot learn. Attendance at school is vital for your child to make the best possible progress. If your child misses school for any amount of time it effects their progress. Our target for attendance for all children is 96%. All the staff plan work into a sequence of lessons so the children learn from prior knowledge. If your child misses any of these lessons they fall behind or find it difficult to catch up.

Parents of children who are absent for any reason will be contacted on the day they are absent and we will encourage your child to come into school. We take a number of steps to address poor attendance and these can be seen on the flow chart attached to this letter. Parents of children where attendance levels are showing a cause for concern will receive a letter confirming their child's attendance percentage and that it needs to improve. Persistent absence will be referred to the local authority and action will be taken.

Term time holiday and requests for absence will be refused in all but for a few exceptional circumstances. Please also ensure you make appointments for your child outside school hours so children don't miss any learning.

The school doors open at 8.35am and the children start learning straight away. This has a huge impact on the children's performance in maths. If you can get your children here for this time it makes a real difference. The official start of the day is 8.45am. After this time your child will be marked in the register as late. Children who get to school on time settle into their learning much better for the day.

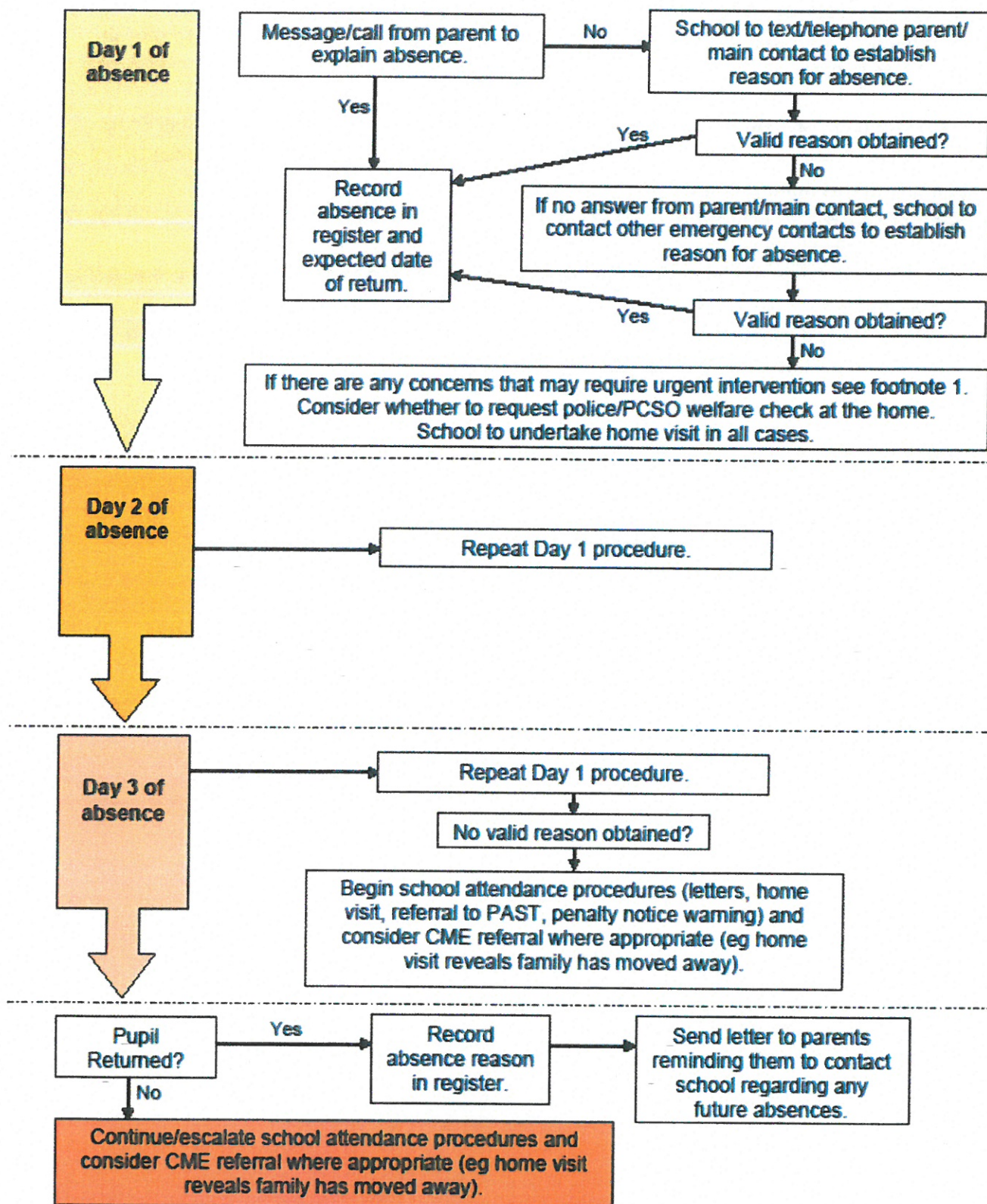
I'm sure you'll make every effort to get your child to school every day and on time. Thank you for your continued support.

Your sincerely

Christopher Holmes
Head teacher

Together we care, believe, learn and achieve.

PRIMARY SCHOOL PATHWAY FOR ABSENCE (First day response)



*In some instances, more urgent notification to the local authority may be appropriate if contact with parents/carers is problematic, eg:

- Children Looked After – schools should notify the CLAS Service Manager.
- Children subject to a Child Protection plan – schools should notify the named social worker.
- Children in situations of known domestic violence – schools should consider whether safeguarding/child protection procedures should be followed.