



HARTLEY BROOK
PRIMARY ACADEMY
Astrea Academy Trust
INSPIRING BEYOND MEASURE

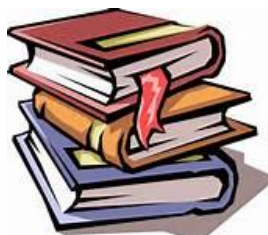
Attendance Newsletter

Spring Term

Jan – March 2019



**Attendance
Matters**
...every school day counts!



Attendance Updates

Hartley Brook Primary Academy attendance currently stands at 94.4%

This is still below the national expectation however; it is **an improvement on last year** - so thank you for your continued support.

The table below shows current attendance of every class.

Don't forget the class with the best attendance at the end of the year is rewarded with a day out of school!

Group	% Attend
R Blue	95.1
R Red	93.6
R Green	93
Y1 Red	91.9
Y1 Green	93.9
Y1 Blue	94.9
Y2 Blue	95
Y2 Green	96.1
Y2 Red	94.4
Y3 Blue	95.6
Y3 Red	93.3
Y3 Green	94.7
Y4 Blue	93.7
Y4 Red	94.3
Y4 Green	93.9
Y5 Blue	94.5
Y5 Red	94.3
Y5 Green	91.9
Y6 Blue	94.3
Y6 Red	94.3
Y6 Green	93.4

%
0 – 89.90

%
90 – 92.9

%
93 – 95.9

%
96 – 99.9

%
100%

Illness and Infections

During the last half term, we saw a rise in illness and infections in school, especially Chickenpox! Around this time of year illness cannot be helped and lots of children miss school due to being unwell; however, sometimes children are kept at home unnecessarily.

Below is guidance from **Public Health England** on common infections and the recommended period of time to be kept away from school.

Illness / Infection	Recommended Period to be kept from school	Comments
Chickenpox	Until all vesicles (spots) have crusted over	Always inform school if your child has chickenpox. As this can effect vulnerable children and female staff if pregnant.
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Scabies	Child can return after first treatment	
Hand Foot & Mouth	None	Exclusion may be considered in some circumstances
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic
Conjunctivitis	None	
Head Lice	None	Treatment is recommended only in cases where live lice have been seen

Every child is different and school appreciates that some pupils may take longer to recover from illness than others. Please remember to **Always keep school informed**. If you don't, your child's absence will be recorded as unauthorised.

Rewards and Incentives



Watch out for our new incentives beginning soon. Look out for the **'Early Bird Special'**. Every so often Hartley Brook will hold an Early Bird Day.

There will be a number of early bird days running between now and the end of the school year. On the day of an Early Bird (which will be picked at random) as long as your child is in school, on time and in the playground by the time their class teachers come out to collect them they will receive a raffle ticket. The raffle will be drawn that day and a prize for the winner will be given out. One for each year group.

Children in Reception & Year 1: As these classes do not line up on the school yard pupils in these classes must be in class by 8:35 am.

Walking Bus

Over the next couple of weeks, the walking bus is set to change. We will be starting to use '**pick up points**' rather than door to door collections. Keep your eyes peeled for the letter which will be out soon. The locations of the pick-up points will be on the letter. As numbers are limited for the walking bus due to ratios the children selected will be on a first come first serve basis.

If we find this to be successful, we will open more routes.



Coming
soon...



Parent App

Hartley Brook will soon be launching a parent app. Thank you to everyone who has already downloaded this. On the app you will be able to see your child's attendance, receive letters and certificates and you will also be able to record your child's absence. This will be fully launched after the Easter break. Please note: When informing us of absence through the app, if a message is left as "Not well" or "ill" this will still be recorded as unauthorised. Please inform us of the nature of illness. A letter and a leaflet has been sent out with more information.



Punctuality

It is important for your child to be on time for school every day.

- Young children are easily distracted. A classmate who comes into the room after an activity has started can cause disruption. Disruptions can take time away from valuable activities.
- Some children are embarrassed when everyone's attention is drawn to them. Being on time means that they are not the unexpected centre of attention
- Your child wants time to visit his/her friends and settle into the classroom routine. Being late doesn't make that transition easy for them and they may feel anxious or rushed.
- There may be many reasons a child is late to school. It is important school and parents work together and support families where needed.

Transport & Route planning	Many children attending Hartley Brook primary do not live in walking distance. Many travel by bus, some families having to get two buses in the morning. If you are unsure about which route or bus is best for you we can help plan a route together.
Uniform Support	Often a reason provided for being late for school is that uniform was in the wash or wasn't dry. We have plenty of uniform in school to loan out for a day. Call school, we can help.
Pastoral Support	Is there a particular reason stopping your child from attending school / arriving on time? If there are issues with friendships or concerns around bullying, please let Mrs. Nicholson or Mrs. Betts know. If they don't know, they can't sort it.
SEN support	Does your child have any SEN needs? Are busy mornings particularly an issue? Speak with the SEN team regarding support if required.
Early Help Referral	Speak with a member of the inclusion team if you would like further information regarding early help, morning routines and support with attendance.

Attendance support and meetings in school

Hartley Brook's school's attendance target is 97%. If your child's attendance falls below this, you may receive a letter stating that your child's attendance will be monitored. If there have been no improvements in attendance, parents and carers are invited to attend a meeting in school. The things that are discussed in the meetings are as follows:

- **What is preventing your child from attending school regularly?**

Illness / medical conditions / behaviour / experiencing problems at home?

- **What can school do to support you?**

We are here to help. There are a number of things school can put in place to help support you, or give you guidance on things you may be unsure about.

- **Your legal responsibility**

As a parent / carer you have a legal responsibility to ensure that your child is in school every day. School have a right to know where all children are during school hours so please provide school with a reason for absence. Home visits can be carried out if no reason is provided or if your child has been absent for 2 or more days.

- **Persistent absence and what it means**

If your child's attendance is below 91% your child will be classed as a persistent absentee. This means that the Local Authority as well as school will now be monitoring your child's attendance.

- **Attendance and the law**

If your child's attendance is below 91% and consists of unauthorised absence you are at risk of being fined by Sheffield City Council. Penalty Warnings could result in you paying a penalty fine or appearing in court.

Pupil voice and parent voice questionnaire

This half term parents and pupils have the opportunity to tell us their thoughts on attendance. We have two questionnaires one for pupils and one for parents. Pupils will do these in school. Parents, if you would like to complete one there are copies in the office, please fill them in and put them in the box provided. Thank you for those who have already taken the time to complete one.

Be honest, your thoughts are important!



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