

# ATTENDANCE NEWSLETTER



**JUNE 2025** 

# **SUMMER TERM**

# Reasons given for absences

Being honest with the school about absences, including those due to holidays, is essential for maintaining transparency and trust. Accurate attendance records help support your child's education, and providing a clear reason for any time away ensures that we can accommodate missed learning effectively.

Open communication fosters responsibility and mutual respect, while withholding information or giving a different reason for a term-time holiday can create unnecessary stress for your child, especially if they feel pressured to be dishonest.

Our school's Inclusive Attendance ethos ensures that staff warmly welcome children back after an absence and check in with them, whether they have been ill or away for other reasons. This support is only possible when we are aware of the reason for their absence.

# **PUNCTUALITY REMINDER**

8:15 Gates open for Opal Play (children are parents' responsibility)

8:40 Doors open

8:45 School day begins\*\*\*

Gates close. Pupils are now late and must be signed in at the office by an adult with a valid reason given.

\*\*\* Although children are not classed as late until 8:50am, they are missing the start of the school day which includes feedback on the previous day's learning, wellbeing check in, basic skills such as handwriting lessons.

As always, thank you to our families for continuing to work with us to ensure that all children have the best possible attendance.

## **END OF TERM**

There is a perception that this half term is a term when the children do little work. Although there are trips and other enrichment days planned, the children have vital learning to complete right up to the end of the academic year.

Please ensure your child is here every day to maximise their learning and enjoyment.

# REMINDER ABOUT ABSENCE PROCEDURES

- Please inform the school office before 8:30 am if your child will be absent from school
- You may be asked to supply medical evidence such as medication or appointment letters
- Please arrange appointments outside of school hours where possible
- If you have not contacted school, Miss Smith will contact you to find out the reason for absence
- Miss Smith may also contact you at the end of the school day to enquire about your child and discuss their return to school the following day
- Miss Smith will continue to contact you each day that your child is absent to check in and offer support where possible



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# SUPPORT FROM SCHOOL

Where possible school will offer support to you and your child around attendance difficulties. This is through our multi tiered approach to support.

# PHONE CALLS FROM SCHOOL

Class teachers, Mrs Lyon and Mrs Allen may call you or request a meeting with you to talk about your child's attendance and any difficulties you or your child may be facing. These are supportive and we encourage our families to engage with us in this way so that your child can have the best possible attendance.

Please feel free to contact school at any time to discuss any concerns you may have.

# **#MISS SCHOOL #MISS OUT**

Some of the things our children say they would have missed out on if they were absent from school...

- Tough Runner
- Teach Rex Dragon
- Swimming
- History workshops
- Trips
- Colour Run



# **CONTACT INFO**

Phone: 0151 477 8340

Email: robypark@knowsley.gov.uk attendance@robyparkprimary.co.uk

# **POSTCARDS**

Some of you may have recieved postcards from school acknowledging your family's effort around attendance and punctuality. We know that there can sometimes be difficulties and appreciate your efforts.



# MULTI-TIERED SUPPORT



**APRIL 2025** 

### Role of Teachers and School

- Meet and greet children.
  Create positive classroom environments.
- Build positive relationships with all children and
- Recognise individual and collective achievements Implement evidence-based teaching strategies
- Monitor daily attendance and punctuality

# Tier 1

- Attend school regularly and be punctual. Engage actively in classroom activities. Support other children.
- Recognise the achievements of other children. Share when you have a concern

- may trave.

  Communicate with the school regarding absence.

  Recognise personal achievements.

  Communicate with teachers about any concerns.

### Role of External Agencies

- Provide resources and training to teachers on
- Collaborate with schools on attendance initiatives. Support a comprehensive and inclusive school-wic approach that encompasses both attendance and

### Role of Teachers and School

- Proactively use data information to identify children
- who are at risk of PA.
  Work with each identified child and families to
  understand and address the reasons for absence, including any in-school or out of school barriers to attendance.
- Implement agreed strategies in daily practice.
- Monitor progress. Recognise achievements.

### Role of Children

- Co-create and participate in any targeted interventions.
- Recognise personal achievements.
- Share concerns with staff, Continue to engage in school life.

### Tier 2

### Role of External Agencies

- Signpost or provide access to services.
- Where there are out of school barriers provide each identified child and their family with access to services they need.
- Provide professional development and early intervention support to the school.

### Role of Parents

- Work with the school to help understand their
- child's barriers to attendance. Proactively engage with the support offered to prevent the need for more formal support.
- Continue to communicate effectively with the school regarding absence.

## Role of Teachers and School

- Proactively use data information to identify children
- Take an active part in the multi-agency effort with
- the local authority and other external partners.

  Use data driven information to identify children at
- Continuously assess and adapt strategies Monitor progress.

### Role of Parents

- Collaborate closely with the school on creating and implementing highly specialised interventions
- Continue to communicate with the school
- Take an active role in the multi-agency effort.

### Role of Children

- Actively engage in intensive interventions. Recognise personal achievements.
- Share concerns with staff.
- Continue to engage in school life.

### Role of External Agencies

- Offer specialised assessments and services
- for students with complex needs. Provide training and consultation.
- Take an active part in the multi-agency effort with the school and other external partners