



CPS Attendance Newsletter

Issue 8: Summer 2023

Attendance Awards

You may remember that at the start of the year we implemented a new system to encourage and reward strong attendance.

We are delighted to share the following statistics with you:

Term	Number of children who received attendance badges		
			
Autumn Term 2022	205 children	-	-
Spring Term 2023	31 children	160 children	-
Summer Term 2023	13 children	28 children	139 children

The children who received these badges achieved a 98% or higher YTD attendance by the end of each term.

Who looked after the School Attendance Matters (SAM) bears in Summer 2

Week ending:	EYFS	KS1	KS2
09/06/2023	RMJ	1/2LD	6KB
16/06/2023	RGT	1/2LW	4LW
23/06/2023	RGT	1/2AP	4SR
30/06/2023	RGT	3LK	6KB
07/07/2023	RMJ	3LK	4LW

Please remember to ask your child on Fridays which classes have won!



'Top Tips'

- All absences (including pre-booked medical appointments) need to be notified to us by completing a "Request for Exceptional Leave of Absence" form. This can be found on our website under the **Parents/Attendance** tab.
- If your child is not well, please make sure you report the absence every morning your child is not in school (unless advised otherwise). You can do this by calling the school on our absence line or by e-mailing office@cottenham.cambs.sch.uk **Please provide details of the nature of the absence as best as you can and when your child is likely to be returning to school.**
- We strongly request that, unless they are hospital or emergency appointments, all GP, dentist and optician appointments are always booked for outside of school hours. In the event of your child having to miss school because of the appointment, we kindly ask that you provide us with evidence of the appointment, via an email confirmation, scan of the appointment card or the actual appointment letter, all of which can be brought to the School Office or e-mailed to the Office e-mail account (see above).
- Any time a child is not present when the class registers are taken, it is coded as an absence, whether it is due to an authorised or an unauthorised absence. There is a clear link between absence and attainment - the higher the percentage of sessions missed, the lower the level of attainment at the end of the Key Stage. Please work with us to maximise your child's attendance.



We hope you have a lovely summer break with lots of sunshine and fun!

