



CPS Attendance Newsletter

Issue 7: Spring 2023



Attendance Information

We hope both you and your children are approaching the end of this half-term in good health and are looking forward to a week's break, with hopefully some warmer weather.

Before we finish though, let us share some attendance data with you:

Bronze Attendance Awards (with attendance greater than 98%) were awarded to 205 children at the end of last term.

YTD (Year to date) Attendance figures

Whole school: 95.4%

EYFS: 94.7%

Year 1: 95.7%

Year 2: 95.6%

Year 3: 95.4%

Year 4: 96%

Year 5: 94.7%

Year 6: 95.7%



Who looked after the School Attendance Matters (SAM) Bears in the second half of last term?

Week ending:	EYFS	KS1	KS2
11/11/2022	RGT	1/2LD, 3WR	4SR
18/11/2022	RMJ	1/2AP	6SW
25/11/2022	RGT	3LK	6SC
02/12/2022	RMJ	3LK	4LW
16/12/2022	RGT	1/2HW	6SC

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



Medical Appointments – proof of appointment day/time required

We kindly request that routine medical and dentist appointments are arranged outside of school hours as these appointments will reduce your child's percentage attendance and ultimately affect their learning. We do, however, understand that some appointments, such as hospital consultations are not always possible to arrange outside of school hours but we would ask that your child comes to school for registration and at least part of the morning before leaving for their appointment, where possible. Likewise, we would always encourage you to bring them back into school for afternoon registration where the time and duration of the appointment permits.

Please note that all absences due to planned medical appointments must be submitted in advance by completing our "Request for Exceptional Leave of Absence" form and include a proof of your appointment card or letter. And we will also ask to see any appointment texts or cards to confirm any last minute appointments to enable us to accurately code the absence as for a medical appointment.

Attendance Letters

Every child who is below the Local Authority's and the school's expectation of 96% attendance receives a letter informing parents about their current attendance percentage and legal obligations about school attendance. This letter is generally sent out automatically and it is the initial letter we send to parents, as outlined in our Attendance Policy. Should the attendance still be a concern after this letter, a follow up letter will be sent inviting parents in for an attendance review meeting with our Attendance Support Officer and a member of the Senior Leadership Team to discuss the matter further and set attendance targets going forwards.

You can track your child's up-to-date attendance data in your MCAS account.

