

8<sup>th</sup> November 2019

**Simon A Wood**  
**Executive Headteacher**

## Attendance Matters 2

We are writing to thank all of the parents/carers who have ensured that they have given their children the best possible start by attending school every day so far.

We would also like to share with you the attendance headlines from last term (Autumn 1).

**9 penalty notices were given to families who had 5 or more days unauthorised absence last term.**

**This, added to the total during the summer holidays, amounts to 42 penalty notices.**

To ensure that children are not disadvantaged by missing school, the parents and carers of the children whose attendance is **below 95%** will have to attend a meeting with Mr Wood, Mr Kiff and Mrs Parker in week 4 of Autumn 2 (Term 2) – **week beginning 18<sup>th</sup> November**. If attendance continues to decline, or not improve, then further meetings and sanctions will take place.

**This letter also serves as a reminder to all parents and carers that term-time holidays are NOT authorised under any circumstance at Copperfield, and that taking time will result in either a penalty notice (up to £120 per parent, per child) or Child Missing Education (CME) documentation being sent to the Local Authority.**

**This is important to consider with the Christmas holidays fast approaching.**

There is information about attendance around the school and if you have any questions then please do not hesitate to speak to us. We have attached a further copy of this academic year term dates for your reference.

Our school acknowledges that each family's circumstances are different and works in partnership with parents to provide the best education for every child.

We look forward to working together to ensure the best possible outcomes for the children at Copperfield.

Yours sincerely,

Simon Wood  
**Executive Headteacher**

Alistair Kiff  
**Deputy Headteacher**

Karen Parker  
**Attendance Officer**

## What is good attendance?

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
98-100%	Excellent	0-4	Less than 1
96-98%	Good	5-9	1-2
95-96%	Satisfactory	10-13	2-3
90-95%	Unsatisfactory	14-18	3-4
Below 90%	Persistent Absence	More than 19	More than 4

## Academic Year 2019 – 2020

### Term 2

Inset Day: Monday 28th October – School Closed

School Days: Tuesday 29th October – Wednesday 18th December (School finishes at 1.30pm)

**All children will need to be collected on time as staff training begins immediately**

### Term 3 – 2020

School Days: Monday 6th January 2020 to Thursday 13th February 2020

Inset Day: Friday 14th February – School Closed

### Term 4

#### NO INSET DAYS

School Days: Monday 24th February – Wednesday 1st April (School finishes at 1.30pm)

### Term 5

School Days: Thursday 16th April – Friday 22nd May

Bank Holidays: Monday 4th May and Monday 25th May – School Closed

Polling Day – Thursday 7th May – School Closed (to be confirmed)

### Term 6

Inset Day: Monday 1st June and Tuesday 2nd June – School Closed

School Days: Wednesday 3rd June – Wednesday 22nd July (School finishes at 1.30pm)

