

Simon A Wood – Executive Headteacher

28th February 2020

Dear Parents and Carers

Attendance Matters 4

We are writing to thank all of the parents/carers who have ensured that they have given their children the best possible start in life by attending school every day so far this term (and year).

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

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

This, added to the total during the last three terms, amounts to 45 penalty notices.

**We are happy to report that no CMEs (Children Missing Education) were completed last term.
The total since the start of the school year is 15 CMEs.**

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.

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 Spring 2 (Term 4) – **week beginning 16th March 2020**.

If attendance continues to decline, or not improve, then further meetings and sanctions will take place.

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 and carers to provide the best education for every child.

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

Yours sincerely,



Simon Wood
Executive Headteacher



Alistair Kiff
Deputy Headteacher



Karen Parker
Attendance Officer

Simon A Wood – Executive Headteacher

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 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: Friday 8th May and Monday 25th May – School Closed

Polling Day – Thursday 7th May – School Closed to all but Year 6 pupils

Term 6

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

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

