



**Executive Head Teacher:** Andrew Smith B.Ed (Hons), M.Sc, NPQH

**Head of School:** Nichola Allerston BA (Hons)(QTS), NPQH

## **Market Rasen Church of England Primary School (VC)**

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**Learning Together for Life**

Friday 14<sup>th</sup> October 2016

Dear Parents/Carers,

### **Important Information Regarding Attendance in School**

As you will know attendance in school is very important; we truly believe **that every lesson counts**. Last year our whole school attendance, for a number of reasons, was not as high as we would have liked it to be. As a result of that we are taking the following steps to improve attendance.

#### **1) Rewarding Children:**

- a. There will be a weekly healthy treat for the class with the highest attendance.
- b. There will be a £25 prize draw every half term for children who have 100% attendance for that half term.
- c. We will hold a class tea party each half term of the class with the least late marks.
- d. There will be a reward for every child that has 100% attendance for the whole year.

#### **2) Awareness**

- a. We will tweet the whole school attendance and class winner each week.
- b. We will put the class attendances on their doors so the children can see how well they are doing.

#### **3) Supporting Parents When Attendance Falls.**

- a. When attendance falls below a certain level we will ask parents to attend a meeting with our Educational Welfare Officer to see what we can do together to improve attendance. These meetings will be held every half term.

#### **4) Implementation of the Ensuring Excellent Attendance Policy.**

- a. We will robustly follow the policy; particularly the section relating to not approving holidays unless the circumstances are truly exceptional.

We welcome any other ideas you may have to help improve attendance in school.

As we often tell the children, if they are ill we do not want them to be in school but otherwise they need to be here every day. Thank you for your support with this.

Yours sincerely,

Andrew Smith  
Executive Headteacher

Nichola Allerston  
Head of School

**Our Key Values: Caring, Honesty, Commitment to Achieve, Fairness, Co-operation, Respect**



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