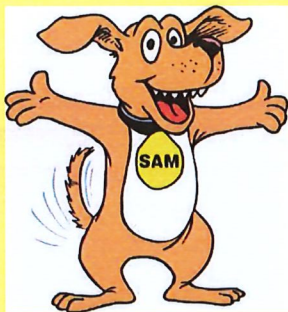




Attendance

newsletter

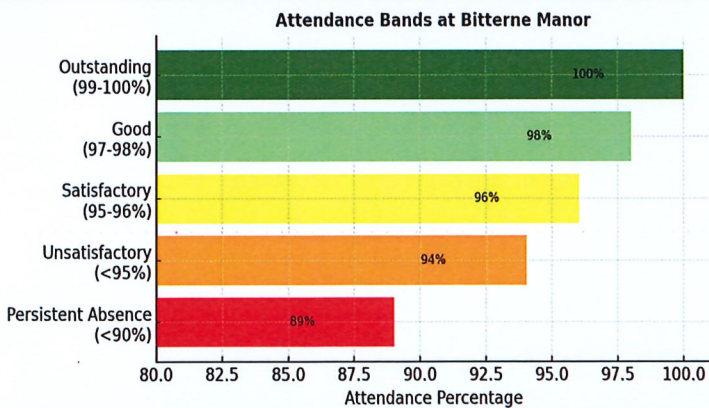
SAM: School Attendance Matters!



Every day counts

Regular attendance helps children make progress, build friendships, and feel confident. Even missing a day here and there quickly adds up over the year. Children who attend regularly are more likely to achieve higher results, feel part of the school community, develop good routines for life, and have better wellbeing. Good attendance also reduces anxiety, as children stay connected with their learning and their friends.

What 'good' attendance looks like



How we celebrate attendance at Bitterne Manor :

At Bitterne Manor, we love recognising and rewarding great attendance! Here's how we celebrate together:

- Weekly – the class with the highest attendance receives an extra playtime
- Half-termly celebration for children who achieve 96-100%
- Whole-school – once each half term we enjoy a special reward for everyone if we reach our target
- Positive letters – children who show improved attendance receive recognition and praise sent home
- **Each term we will send a letter home to share information about your child's attendance.**

Top tips for smoother mornings:

- Bag, uniform and lunch prepped the night before
- Bedtime routines and alarms set
- Aim to arrive between 8:30–8:45am so children are ready to start the day calmly





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Leave of absence

As parents, you have a legal responsibility to ensure your child's attendance at school. There is no entitlement to leave of absence in term time for holidays and so holidays should be taken during the school holiday period. Our school does not authorise leave of absence for family holidays during term time and this may result in a penalty notice. If you are planning to take leave of absence during the school term, you are required to complete a request form, which is available from the school office.

Educational Welfare Officer

If a child's attendance drops below 90%, this is seen as a cause for concern and we are required to inform the Education Welfare Officer (E.W.O). In such cases, you may also be asked to provide medical evidence for absences. While we understand that some absence from school is sometimes unavoidable, it is very important that children attend regularly and aim to be in school every day. Your support in helping us achieve this is vital and greatly appreciated

Please click on the link for government advice on keeping children off school

<https://assets.publishing.service.gov.uk/media/626449cb6fa8f523b7221b98/UKHSA-should-I-keep-my-child-off-school-guidance-A3-poster.pdf>

Did you know?

- 98% attendance = ~4 days missed in a year ✓
 - 95% attendance = ~10 days missed ⚠
 - 90% attendance = ~19 days missed ✗
- Even 5 minutes late every day = 3 school days lost!**

Punctuality also matters

At Bitterne Manor, we place great importance on punctuality. Arriving on time helps children start the day calmly and confidently, while frequent lateness can make it harder for them to settle in and keep up with learning.

Gates open at 8.30am - Gates close at 8.45am.

The register is taken promptly (before 9.00am). Once the gate is locked at 8.45am, children must be signed in at the main office accompanied by an adult.

We're here to help:

If anxiety, health, transport, or family challenges are affecting attendance, contact our Attendance Officer, Kim Abbott, via the office. We'll work together to support you.

Together we can reach our 96% target!

