



Manor Farm Community Infant School
Rose Avenue, Hazlemere, High Wycombe, Buckinghamshire, HP15 7PH
Headteacher: Mrs Janice Woodhead



1st November 2023

Dear Parents,

Attendance

I would like to make you aware that we will be tightening up our procedures regarding attendance.

The gates will be open from 8:40am each morning with the expectation for all children to be in school by 8:45am. It is really important that children have this time to take part in morning routines and are then ready to begin their learning. It makes it really hard and can be upsetting for a child to enter their class when everyone else is settled and it is also important that children do not miss lesson inputs as this puts them at a disadvantage to their learning. Children that have not arrived in time for the register will be recorded as late.

We are also monitoring general attendance as it is essential that children attend school regularly to allow them to fulfil their potential.

Please see the table below that shows the amount of lost learning a child may have by missing school.

100% attendance	Zero days missed	Perfection !
99% attendance	Two days of absence across the year	Excellent !
97% attendance	Five days of absence across the year	Good
95% attendance	Nine days of absence across the year: one week and four days of learning missed.	Satisfactory
90% attendance	Nineteen days of absence across the year: three weeks and four days of learning missed.	Poor
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.	Very Poor
80% attendance	Thirty-eight days of absence across the year: seven weeks and three days of learning missed.	Unacceptable
75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.	Unacceptable

I am very aware that there have been lots of viruses and bugs doing the rounds and of course children should be kept at home if they have a temperature or are too ill to attend. Please remember to phone or email the school office to inform us of absences due to illness. I am also aware that some classes have missed days from school due to teacher strikes, which I appreciate is out of your control and will not be included when looking at attendance data.

If I am concerned about your child's attendance I will contact you with the aim of working together to overcome any potential barriers with support.

Yours sincerely,

Janice Woodhead

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A member of Wycombe North Liaison Group – Buckinghamshire Council