



Queensgate Attendance Newsletter



Dear Parents and Carers

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We are excited to introduce our new School Attendance Newsletter, which we will be sending out at the beginning of every term.

This newsletter will include attendance updates, helpful guidance, important reminders, and recognition of the pupils and classes demonstrating excellent attendance.

Regular attendance and punctuality are essential to every child's learning, wellbeing, and success. Each day at school provides valuable opportunities to build knowledge, develop friendships, and take part in school life.

We appreciate the continued support of our families in helping pupils arrive on time, every day, ready to learn. By working together, we can give every child the strongest possible start to the term.

DEAR PARENTS AND CARERS

My name is Mrs Spragg, and I am the Attendance Officer of Queensgate Foundation Primary School.

Being in school every day that it is open, is important to your child's achievement, wellbeing, and their wider development.

As Attendance Officer at Queensgate, I will be working alongside parents and key school staff to promote excellent attendance, reduce levels of absence and support families to promote high levels of attendance.

Children may struggle to attend school for a wide range of reasons.

We know that parents and carers worry about their children's mental health. Rather than keeping your child off school, let us know about your concerns. We can then work together on supporting your child.

Phone calls, video calls and face-to-face meetings all offer the opportunity for direct and personalised conversations with families. This is vital when establishing and removing barriers to attendance.

In most cases, if your child's attendance level is falling, the school will contact you to explore the reasons and discuss what help can be put in place to help you overcome the barriers they are facing.

"You can support your child's physical, social and mental wellbeing by ensuring they are in school every day."

If you have any questions or concerns about your child's attendance, please feel free to contact me on 01983292872 Monday-Thursday 9am-3pm or email attendance@queensgateprimary.co.uk



ATTENDANCE POLICY QUICK GUIDE FOR PARENTS AND CARERS

We expect pupils to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school at 8.40am every day and is ready to learn.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card, message or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.

What YOU must do:

- Telephone the school before 9am each day of your child's absence
- Tell the school in advance, of any medical appointments.
- If you are not sure whether your child is well enough to attend school, send them in anyway. We have staff who will contact you if their condition deteriorates.

What WE will do:

- Check your child's attendance every day.
- Phone home to discuss your child's attendance with you if we have concerns.
- Invite you into school for attendance meetings if concerns continue.
- If we cannot establish a reason for absence,
- then we may make a welfare home visit.



QUEENSGATE'S NEW ATTENDANCE

REWARD SCHEME

Regular school attendance is vital. Children who attend consistently are more likely to achieve well academically, develop essential social skills and build strong foundations for their future.

Positive attendance habits are best established early. Parents and carers play an important role in showing children the value of attending school every day. Regular attendance helps children settle into school, maintain friendships, keep up with their learning and enjoy being part of the school community.

At Queensgate Foundation Primary School, our attendance target is 96% or above. We believe attendance rewards can encourage children and boost morale when they are fair, transparent and achievable. Our new scheme recognises excellent attendance, improvement and collective class achievement.

Weekly Class Awards

Every Friday, certificates will be presented in assembly to the classes with the highest attendance in:

- Key Stage 1
- Key Stage 2

The winning class will also receive the Attendance Cup.

Everyday Counts Award

The Everyday Counts Award gives every child the opportunity to be recognised, including children whose medical needs may prevent them from achieving a very high annual attendance percentage.

Each week, pupils who have attended for the full week and received both morning and afternoon registration marks will receive one raffle ticket.

At the end of each term, one ticket will be drawn during the attendance reward assembly. The winner will receive a family voucher for an Isle of Wight business or attraction. The more full weeks a pupil attends, the more chances they will have to win.

QUEENSGATE'S NEW ATTENDANCE

REWARD SCHEME

End-of-Year Celebration Assembly

At the end of the school year, we will hold a special assembly celebrating attendance and improvement.

Attendance Award

96%-97%

Bronze Attendance Award

98%

Silver Attendance Award

99%

Gold Attendance Award

100%

Platinum Attendance Award

Pupils with 100% attendance and no missed sessions from September to July will also spend an afternoon at The Patch.

We will also present the following awards:

- **Class Attendance Award:** The class with the highest annual attendance will receive the Class Attendance Trophy and enjoy extra break time with an ice lolly.
- **Everyday Counts Award:** A final raffle ticket will be drawn, with the winner receiving a family voucher for an Isle of Wight business or attraction.
- **Most Improved Attendance Award:** The pupil whose attendance has improved the most compared with the previous school year will receive a medal and join the Platinum Award recipients for an afternoon at The Patch.

By celebrating excellent attendance, consistent weekly attendance and meaningful improvement, we aim to make our end-of-year assembly a positive and inclusive occasion for the whole school.



TIPS FOR HOW PARENTS CAN SUPPORT WITH GOOD ATTENDANCE IN SCHOOL.

Being in school every day helps children achieve, build confidence and feel like they belong. Here's how you can help them to thrive in school.

Make mornings easier by preparing as much as possible the night before, laying out uniform, preparing pack lunches, school bags, and PE kits can reduce stress in the morning.

A good night sleep matters too, limit screen time before bed, and set a regular bedtime so they are well rested.

You can help by talking about the things your child likes about school – seeing friends, favourite lessons and extra activities. If they seem worried about anything, let them know it's normal to feel nervous sometimes and explore together, what might help.

Mornings aren't always easy. If you're finding it hard, speak to the school. We can work through it together.

Why Attending Every Day Matters in Primary School.

Lessons in primary School build on the previous one and children need to learn the basics before moving onto the next lesson in the sequence.

From understanding phonics, to reading full sentences, then reading their first book lessons move from simple to more complex ideas and if missed, it can be difficult for children to catch up.

The same thing applies to friendships – the more they're in school, the deeper the friendships they'll make, the greater the sense of belonging at school. This is why good attendance matters. That means being in school every day they can.

Missing just four days every half term adds up to missing almost a whole year by the end of primary school. Being in school every day isn't just important for their learning, it also helps children build confidence, settle in and feel like they belong.