

8th September 2020

Attendance Update September 2020

Dear Parents & Carers,

For those new to the academy, please can I take this opportunity to reintroduce myself & share with you a little more about what I do in school. I've also got a few updates and reminders for you that fall within my job role.

Family Safeguarding & Attendance Officer:

Safeguarding our children is of paramount importance to us at Morley Place Academy. I have over 15 years' experience working as a social worker to ensure children are safe and families are supported. I attend regular training to ensure my knowledge is up-to-date, so I can best help our children and their families. I also act as a lead practitioner for 'Early Help', which is a service that identifies any support that a family may need and how to put this support in place. Although the focus of today's letter is attendance, if you feel you need advice or support in any way, please do not hesitate to get in touch. You can contact me by calling the academy number and I will be more than happy to help.

Staggered Drop Off and Pick Up

Please can we remind you of the importance of arriving exactly on time (not early or late!), to make sure that there is no crossover between groups. It is essential that these times are adhered to help enable social distancing and keep everyone safe.

As a reminder, here are the start / end times and entry / exit point for each year group;

Year Group	Entrance / Exit	Start of Academy Day	End of Academy Day
Y3	Front Gate (Old Road)	8.30a.m	2.50p.m
Y4	Front Gate (Old Road)	8.45a.m	3.05p.m
Y5	Rear Gate	8.30a.m	2.50p.m
Y6	Rear Gate	8.45a.m	3.05p.m

*Please can we ask that only **one parent or family member** from the household drop off / collect children and that **you do not enter the school playgrounds**- pupils will be met by a member of staff at each gate.*

Attendance & Punctuality

Please note that attendance is compulsory now for all of our children and they should be attending daily. **However, children who show any symptoms of Coronavirus should not attend and NHS guidance on self-isolation be followed please. We also ask this of any adults, including our staff. Please exercise caution / seek professional advice if unsure and notify us as soon as possible by phone if your child is unable to attend for any reason.**

Please note that the Local Authority' **minimum** expected level of attendance is 95%. However as a school we expect high standards and will look to work with families whenever their child's attendance

falls below **97%**. We work together with the Local Authority Education Welfare Officer, who can also offer advice and support to families and take appropriate actions where necessary. This is to ensure that every child is given every chance to receive a full-time, uninterrupted education.

Punctuality is equally important and where a child arrives after registers have closed, they will receive an absent mark, therefore, this may also result in a referral to the Local Authority Education Welfare Officer.

*Should you have concerns about school attendance, please do not hesitate to get in touch as soon as possible and I will be more than happy to support you. **I am here to help!***

Take care and stay safe.

Yours sincerely,

*Miss L Hobbs
Family Safeguarding and Attendance Officer.*