

Dyche Lane
Sheffield
S8 8BR

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Email: enquiries@meadowhead.sheffield.sch.uk

Meadowhead School



Headteacher
Kam Grewal-Joy
Deputy Headteachers
Steve Bacon
Tamsin Woodward

Thursday 15th September 2022

Dear Parents/Carers,

Every School Day Matters

At Meadowhead we aim for every child to reach their full potential. Research clearly shows that children achieve better if they are **on time and have good attendance**.

Good attendance is important because:

- Statistics show a direct link between higher achievement and good attendance
- Regular attendees make better progress, both socially and academically
- Regular attendees find school routines and school work easier to cope with
- Regular attendees find learning more satisfying
- Regular attendees have an easier transfer to secondary school

Getting into the habit of daily attendance is more important than ever. It helps to:

- reduce stress
- make it easier to connect with friends and teachers
- support learning

This letter is to remind all parents/carers that the law requires them to ensure that their child attends school every day. All schools in the country must follow Department for Education guidance regarding attendance and it clearly states that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. Dental and medical appointments should be made outside of school hours where possible.

If you do have any problems with getting your child to school then please contact us – ***we are always here to help!***

If your child is unable to attend school for any reason, for safeguarding purposes, it is imperative that you phone school or email attendanceteam@meadowhead.sheffield.sch.uk before **8.30am** to inform us.

If the school does not receive an explanation for absence or if the explanation is unacceptable, then the absence will be marked as unauthorised.

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Illness guidance

Being ill may prevent your child from coming to school, but, if they can get out of bed and play or enjoy TV, they should be in school. Coughs and sneezes are not an excuse to miss school and feeling tired is not an illness. Looking after your child is very important to us and we will of course contact you if we feel they should be at home. If your child's attendance falls below 93% due to illness, we will ask that you provide medical evidence to verify absences. **If this is not provided** they will be classed as unauthorised regardless of the reason.

Holidays in term time.

The Local Authority recommends that no holidays are authorised in term time unless for exceptional circumstances. Holiday absence must be sought from the Head teacher by completing a 'holiday request form' from the school website or office.

Please note – you will only receive a response from the school if your term time holiday request has been authorised. If you have not heard from us within 5 days of your request being submitted, the leave request has been refused.

Meadowhead is committed to improving attendance and punctuality and we thank you for your on-going support in ensuring your child attends school on time, every day.

Yours sincerely

Fozia Shabir
Attendance Manager
Meadowhead School
T: 0114 237 2723

Every school day matters.

Don't underestimate the importance of 100% attendance. Even one day missed can have an effect on learning:

- 98 percent attendance means 4 school days missed
- 95 percent attendance means 10 school days missed
- 90 percent attendance means 19 school days missed
- 80 percent attendance means 38 school days missed
- 5 minutes late each day means 3 school days missed

**Under section 44 of the 1996 Education Act, you have a legal obligation to ensure that your child attends school regularly, and failure to do so could ultimately result in the Local Authority issuing a Fixed Penalty fine.*