



THAKEHAM PRIMARY SCHOOL
Rock Road
Storrington
West Sussex
RH20 3AA
Headteacher: Mr L. McDonald
Deputy Headteacher: Mrs E. Hopkins
SENCOs: Mr L. McDonald & Mrs R. Stender

Tel: 01903 740176
Email: office@thakehamps.co.uk
Web: <http://www.thakehamps.co.uk>

'At Thakeham we CARE'

Courage. Ambition. Respect. Enjoyment.

Friday 20th October, 2023

New Attendance Policy and Change to Morning Drop-off Routine

Dear Parents and Carers,

As part of our new, 'EVEN BETTER' vision (please refer to communications about it), we would like to introduce two changes. Firstly, from **Monday 30th October**, we will begin using a new Attendance Policy. And, from **Monday 30th October**, we will be introducing a new drop-off routine for the morning.

Attendance at school is a statutory requirement. Missing school for even one day can have a long-lasting impact. The Department for Education (and all at Thakeham Primary School) expect:

- Pupils to be punctual and arrive at school on time
- Pupils to attend every day the school is open
- Parents and/or Carers to inform the school in advance when attendance of a pupil may be an issue and complete a 'Withdrawal from Learning form'
- For parents and carers to engage with the school about attendance in an open and honest manner

Our overall attendance figures are not what I would expect to see as a Headteacher. Further, we also have a cohort of pupils consistently arriving late and have had many pupils withdrawn from education and taken on holiday (during term time) without us being informed beforehand. With this in mind, please find attached our new Attendance Policy. You will see that it is much more thorough. Where attendance falls below what we would expect, there will now be a series of follow-up actions. Parents who arrive late will also be expected to complete a PINK LATE FORM to explain why you are late and identify any ways we can support to make sure this does not happen again. Most importantly, we have also put together a comprehensive package of support mechanisms so that we can make sure we are supporting you if there are any issues.





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We are grateful to the majority of families who ensure attendance is a priority. Working in partnership with you really does make such a difference. We are thankful and happy to support as best we can.

With that in mind, we are also adapting our morning drop-off routine to not only make things easier for you as a parent but also ensure that all pupils are in lessons and learning from 08:45am sharp.

Please note the following changes:

- 1] The gates will open at **08:40am**.
- 2] **There will be no bell**. Once the gate is open, **children are free to filter inside**. Parents do not need to stay. You drop your child off and can then leave to begin your day.
- 3] Marley and Franklin pupils will walk round the back as usual. Adults will be stationed outside to support the flow.
- 4] Beatles pupils will come in through their usual way via the front and their play area. Mrs Usherwood and Mrs Stender will still be there to greet you.
- 5] Wonder pupils will be walked by parents along the racing track at the rear of the school down to the bottom gate where Miss West will be waiting for you outside the classroom. Children in Wonder Class will then enter the classroom directly rather than having to walk through/around the school. Parents will then walk back up the racing track and leave to begin your day.
- 6] Pupils must go straight inside when they arrive and into class where lessons will be set up ready to begin at **08:45am**.
- 7] All pupils must be inside and in lessons by **08:45am**.
- 8] Gates will be shut at 08:50am and anyone arriving after 08:55am will need to take your child to the front office and complete a Pink Late Form.





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A reminder of the times once more:

- Gates open at **08:40am** and children go straight inside
- All children must be inside by **08:45am**
- Gates close at 08:50am
- Anyone arriving after 08:55am will be registered as late (unless we have been made aware of reasons beforehand)

Teachers will remain inside and begin teaching lessons from 08:45am. If you have any messages, please either leave them with me (as I will still be on the playground), wait until the end of the day or pass them onto the office.

The end of day routine remains the same. Staff will walk pupils onto the playground to meet you just as they already do. This will be your opportunity to approach the staff and have conversations.

This new routine should not only mean all pupils are settled in lessons much faster but also help parents and carers with your days as the system will be quicker!

The new Attendance Policy will mean we have scope to better support anyone who is struggling.

Thank you as always for your support and if you have any questions, do email me at head@thakehamps.co.uk.

With very best wishes,

Will McDonald

