



Happy New Year!

We hope you have all had a safe and restful break! We are looking forward to welcoming all children back to school on Wednesday 5th January 2022 for the start of our Spring Term.

There are just a few reminders below of school expectations to ensure that children access the opportunities on offer to help them to reach their full academic potential. As well as the above, it is well documented that regular school has a positive impact on children's overall well-being.

School Starts at **8:55am**; the school doors open at **8:45am**. If your child arrives after 8:55, they are late and must go to the main office where they will be signed in late. This is so we can mark them as being present in the building and ensure that they are accounted for in the event of an emergency.

We have had far too many late children so far this year. We need to reduce this to ensure that their education does not suffer.



Children should attend school **every day** unless they are too ill to attend. If they are ill, please take them to the doctor's and bring in an appointment slip as proof. Try and arrange any appointments outside of school hours.

If children are unwell in school then we will call parents and we then may send children home. Please ensure we have your up to date phone numbers to so that we can reach you if needed.

We will send children home if they are sick in school.

Please note: We are now able to administer Calpol, Paracetamol or Ibuprofen that is not prescribed by a doctor as long as you fill in consent forms at the office.



As a school we expect all our children to have attendance above 97%. We understand that children sometimes do become unwell and that we have children with medical concerns and this will affect attendance. We may ask for medical evidence if your child is absent for a long period of time or attendance becomes a concern. We may also refer any serious concerns to Education Welfare.



The Attendance Team at Prince Albert Primary are:

Pastoral Lead:

Miss Evans

Main Office:

Mrs Karim

Mrs Parveen

Mrs Ubhi

Learning Mentors:

Miss Aqil

Mr Bassra

You can speak to any of the above people and they will be happy to help with your queries!

OR.....

Find us online to keep updated with all things Prince Albert....

Twitter :

@papprimary
@evans21_miss

Web site:

princealbert.bham.sch.uk



Bee on time! 🐝

Every School Day Counts!!

We have issued penalties ranging from, approximately £60 to £330 per parent per child across the Trust, for children taking extended leave.

'Pupils need to attend school regularly to benefit from their education opportunities. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and 'secondary school.'

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Absence Reporting:

If your child is going to be absent please call the school on **each day of your child's absence by 9am** .

Please call **0121 327 0594** and leave a message on the absence line. Include the child's full name, class and reason for their absence. Please tell us where possible the nature of the illness. "Sick" or "unwell" does not outline the reason for absence. This will ensure that we have an accurate attendance record for your child.

If no reason is given, this will become an unauthorised absence.

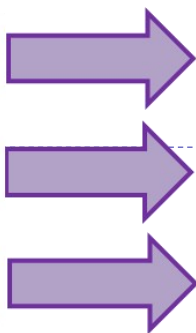


How can you help ensure that your child's attendance is the best it can be:

- ◆ Only keep your child off school if it is completely necessary. We do not consider a cold, headache or tummy ache a valid reason for absence.
- ◆ Ensure that medical appointments are taken outside of school hours.
- ◆ Ensure that your child is on time (8.45am-8.55am).
- ◆ If your child feels unwell in the morning and has improved after medication, please bring them into school for their afternoon session.

Prince Albert Primary are following the LA guidelines for extended leave. We will look at each signed contract on an individual basis and will only authorise in exceptional circumstances. Your child only attends school for 190 days out of 365. This leaves 175 days for holidays. Please book your holidays during these 175 days. If you do take your child on holiday without authorisation you may receive a fine. Please complete a 'leave in term time' contract form that can be found at the main office if you are going to take your child out of school.

Only in exceptional circumstances can we authorise leave.



Under 90% considered as persistent absence an improvement needs to be made.

90%-95% Attendance is dropping we need to start monitoring of attendance levels.

97%-100% very good attendance, keep it up!



5 minutes late every day = <i>3 school days lost in a year</i>	10 minutes late every day = <i>6.5 school days lost in a year</i>	15 minutes late every day = <i>10 school days lost in a year</i>	20 minutes late every day = <i>13 school days lost in a year</i>	30 minutes late every day = <i>19 school days lost in a year</i>
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