



Mrs S Grant
Headteacher
Oswin Terrace
North Shields
Tyne & Wear
NE29 7JQ

Tel (0191) 605 3378

Email: collingwood.schooloffice@collingwoodprimary.org.uk

Dear Parent/Carer,

A very warm welcome and huge congratulations to all of our children who have made a brilliant start to the new school year!

Did you know?

There are 365 days in a year: 190 days in a school year.

Pupil attendance of less than 90% is classed as persistent absence.

This is equivalent to half a day lost learning per week!

We believe that we do amazing and important things every day in school and that every day and every minute matters.

We would like to take this opportunity to remind you of some key information about our school attendance policies and procedures.

By law parents have a legal responsibility to ensure their child/children attend school regularly. Absence is only approved in exceptional and unavoidable cases. Any unauthorised absences may result in a penalty notice being issued if your child has ten sessions of unauthorised absence in a rolling period of ten school weeks (ten sessions is equivalent to five days).

Our full attendance policy can be found at [Collingwood Primary School - Attendance @ Collingwood](#)

School stages if attendance falls below 96%

1. Regular monitoring in school
2. Face to face meetings in school and/or home visits
3. Referral to North Tyneside Attendance Service

Attendance Awards

- Weekly Amazon gift card raffle for all children who have 100% attendance
 - Extra playtime for whole class winners each week
 - Termly reward raffle for all children who have over 96% attendance
- More information on this will follow later on in the year!*

Tackling Lateness – doors close at 9am

Any child late for school will need to be brought round to the school office to speak to a member of staff to identify the reason for the lateness.

We are always available to support you regarding any concerns you may have about child's attendance or punctuality and can be contacted via email at collingwood.schooloffice@collingwoodprimary.org.uk

Thank you for your continued support in promoting excellent attendance to ensure that your child makes every minute, of every lesson, of every day count.

Yours sincerely,

Mrs Ramshaw
Deputy Headteacher