



The Federation of Winklebury Infant and Junior Schools

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Thursday 16th September 2016

Dear Parents,

Attendance and Punctuality

As a school we are committed to providing the best education for all our children. As a result of this we have worked hard over recent years to improve the attendance and punctuality of our pupils. This is because research has shown that children with good attendance and punctuality:

- make better progress with their learning;
- find school routines and school work easier to cope with;
- find making and keeping friends easier;
- find learning more enjoyable;
- find it easier to transfer to junior and secondary school.

Over recent years we have developed a range of systems to monitor and improve the attendance and punctuality of our pupils.

Class Attendance Competition

We monitor the attendance rate of every class on a weekly basis. The class with the best attendance rate is celebrated in assembly every Friday. In the Infant School this class is presented with 'Bertie the Bear' and in the Junior School the class teacher is responsible for arranging a suitable reward for the class.

Whole School Displays

Our school target for attendance is 96.5%. This target, along with the current attendance rate, is displayed in the front entrance of both schools so that all members of the school community can monitor how we are doing against our target. This display also celebrates the class with the highest attendance for the week.

Attendance Certificates

Every half term children who have 100% attendance for that half term are awarded a Gold Attendance certificate. Silver Attendance certificates are awarded to children with 96% or above attendance.

Red, Amber and Green letters

We regularly monitor the attendance rate of all children in the school and keep parents informed of the outcomes, so that we can work together to ensure the best possible outcomes for all children. At the end of every half term you will receive a letter informing you of your child's current attendance rate since September. These letters are colour coded based on your child's attendance rate (red for below 90%, amber for between 90% and 96% and green for above 96%). We fully understand that on occasions, usually due to illness, children are unable to attend school. However we feel that it is important to keep you informed of the impact bouts of illness and/or other absences can have on your child's attendance rate over the year.

Punctuality

It is important that your child is in school and ready to learn on time every day. Each teacher has routines in place first thing in the morning that help ensure that the rest of the day runs smoothly, they also share important messages during this time. The teachers and LSAs also use this time to work with individuals or small groups of children to follow up work from the previous day.

Please be aware that the register is taken:

- **At the infant school - at 8:55am (doors open at 8:45am)**
- **At the junior school - at 8:45am (doors open at 8:35am)**

We fully understand that on occasions, there are exceptional circumstances which make arriving to school late unavoidable. However, regular lateness is unacceptable and has a detrimental effect on children's learning.

Please note if your child is continually late to school, you will be asked to come in and discuss ways to improve the situation. If your child's punctuality does not improve, late arrivals to school may be recorded as unauthorised.

Support and intervention for attendance

As a federation we have a three stage model to support children where attendance and/or punctuality is a concern and having a negative impact on the child's welfare and learning.

- Stage 1 – every class teacher monitors the attendance and punctuality of the children in their class. We are aware that attendance and punctuality rates rise and fall throughout the year, usually as a result of illness and we fully understand this. If your child is at stage 1 of our model, we have no concerns about their attendance or punctuality.
- Stage 2 - if your child's attendance falls below 93%, or they are regularly late, and the teacher is concerned about the reasons for the absence and/or the impact it is having on your child, the Assistant Headteacher (Mrs Robey in the Infant School and Mr Gannaway in the Junior School) will contact you to discuss our concerns and identify ways that we can work together to support your child.
- Stage 3 – if we continue to be concerned about your child's attendance or punctuality, at which point this becomes a safeguarding concern, the matter will be referred to the Deputy Head of Federation, Mrs Bartlett or Head of Federation, Mrs Clayton. They will then work closely with your family, and other agencies as appropriate, to support your child. If your child's attendance or punctuality improves your child will be moved back to Stage 2. If the situation does not improve, a Penalty Notice and therefore a fine may be issued.

Parent Support Adviser

Carol Robertson, our Parent Support Advisor, is able to offer help and support to families where attendance and/or punctuality is a concern. If you wish her to contact you please phone her directly (07590939319) or e-mail C.Robertson@castlehill-inf.hants.sch.uk. Alternatively, please pop in and see us and we will contact her on your behalf.

Leave of absence during term time

Please note – the government revised the regulations regarding leave of absence during term time in September 2013. For ANY leave of absence other than for illness or medical appointments, you will need to complete a Leave of Absence form, available from the Federation Admin Office. This must be submitted well in advance unless there are exceptional circumstances e.g. a bereavement. You will be asked to provide original documentary evidence to go with your request. Please be aware that **if Mrs Clayton does not approve your request for leave of absence during term time your child will be expected to attend school and it is expected that you do not take the leave requested.** Thank you for your co-operation.

We have developed these systems in order to ensure that all children benefit from good attendance at school. Please keep us informed of any issues that are impacting on your child's attendance and punctuality so that we can work with you to overcome any problems. If you have any questions, please contact me through the Federation Admin Office.

Yours sincerely,

Mrs K. Bartlett
Deputy Head of Federation