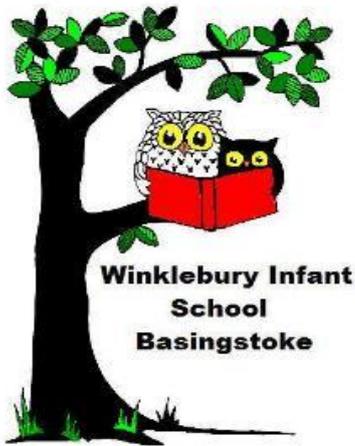


The Federation of Winklebury
Infant and Junior Schools

Attendance and Punctuality Information Leaflet



Attendance Matters!

Why does attendance and punctuality matter?



Attending school punctually on a regular basis is the key to your child doing well at school and will set them up with good habits for later life and the working world. It will also give your child the opportunity to:

- make lots of friends and feel included;
- learn new things and develop many skills;
- increase his/her confidence and self esteem;
- improve his/her social skills;
- achieve their potential and fulfil their aspirations;
- and most importantly to have lots of fun!



Measures being taken by the school to improve attendance and punctuality

All class registers are monitored regularly and class teachers/admin staff are bringing individuals/families with poor attendance to our attention.

Governors are being provided with a half termly report about attendance.

Good attendance will be recognised and rewards are given to all pupils with 96% attendance and those whose attendance is significantly improved. Children whose attendance is over 96% in a half term will receive a 'Silver Certificate' and those with 100% attendance will receive a 'Gold Certificate'.

All parents will receive a letter, half termly, telling them what their child's current level of attendance is.

The parents of all pupils whose attendance and/or punctuality causes concern will be asked to come in to discuss with us ways to improve the situation. Attendance and/or punctuality will continue to be monitored and if the pattern continues, involving outside agencies may be considered. The final sanction if attendance/punctuality does not improve may be legal action and the issuing of a Penalty Notice and thereby a fine.



Your child's attendance rate is worked out by the number of sessions he/she attends school. The register is marked twice daily for every child - once at the start of the day (**8.45am for juniors and 8.55am for infants**) and once at the start of the afternoon (**1.00pm for both schools**). It is important your child is present for both registration times.



It is your responsibility to ensure that your child attends school and therefore is able to access all the learning opportunities available. If your child is persistently absent or late for school, it is not just academic experiences he/she misses out on, but also the social side of school which is important for his/her all round development.

Please make doctor or dentist appointments after school hours if at all possible. If this isn't possible, bring your child to school and then collect him/her for the appointment. That way he/she will have an attendance mark at the start of the day and/or the start of the afternoon session.

It is your responsibility to contact the school if your child is unable to attend for any reason, including illness. Please contact us on the first day of your child's absence by 8:30am and each day thereafter until your child returns to school. If your child is not in school and we have not heard from you, we will contact you to ensure your child is safe. We have a duty to know where all our children are during term time and if we cannot reach you, we will start to consider your child as a 'child missing in education' and this may involve the Local Authority.

Changes to the Education Regulations regarding authorising school holidays, came into force on 1st September 2013. As a result of this, the Head of Federation **may not** grant leave of absence during term time unless there are **exceptional circumstances defined as 'rare, significant, unavoidable and short'**. If you believe that there are exceptional circumstances you need to complete a Leave of Absence form, which is available from the Federation Admin Office. If the Head of Federation does not authorise your request, it is expected that the leave will not be taken and your child must attend school as normal.

