

# Warden Hill Infant School

## Attendance Newsletter 1 2018/2019



### Dear Parents, Carers and Pupils

WOW! What a great start, overall attendance for the first term is 96.70% It is very important to get your child/children in to the habit of regularly attending school, ensuring that they are up in time to arrive in class with the rest of their friends!

Our attendance policy is on our website. Paper copies of all website information are available to parents and carers free of charge from the school office on request.

### Role of parents and carers

The Home School Agreement specifies the responsibilities of parents in supporting the school's work on attendance.

Dove	97.32%
Kingfisher	95.58%
Swan	98.28%
Woodpecker	96.74%
Giraffe	96.62%
Panda	96.62%
Lion	96.01%
Zebra	96.28%
Badger	95.03%
Hedgehog	97.70%
Owl	96.26%
Squirrel	97.42%

If you need to report your child absence you can either e-mail

[absence@wardehill.co.uk](mailto:absence@wardehill.co.uk)

Or ring into school and leave a message, saying why your child is off, on 01582 595150

## CONGRATULATIONS



Term 1.1 was 7 weeks long. Swan Class was class of the week twice with Dove, Lion, Squirrel, Hedgehog and Badger Classes once each.

Swan, Dove and Badger Classes each had extra playtime as they had 100% attendance.



**DON'T FORGET** – All children with 100% attendance and punctuality between 29<sup>th</sup> October and 30<sup>th</sup> November 2018 will attend a create and make activity in school during the week beginning 3<sup>rd</sup> December 2018.

# PARENT INFORMATION



## Medical and Dental Appointments



There are a number of pupils who are taking all morning or afternoon (and in some circumstances, all day!) for visits to the doctors or dentist. Whilst we appreciate that it is not always possible to make appointments before or after school, we would expect that your child returns to school following their appointment or be collected after afternoon registration (1.25 pm).

If your child has a medical appointment at the start of the day, please ensure you inform us the day before and order a dinner should they require one.

We ask that you come into the office with their appointment card/letter to validate the reason for lateness or absence.

## Family Holidays and Term Time leave

Parents and Carers should ensure that family holidays and any term time leave are arranged outside the school term time.

Parents and Carers should not remove their child from school during term time without having first requesting a leave of absence in writing from the Headteacher.

All requests for absence will only be authorised in the most extreme circumstances.

If permission is not granted, but the child is still absent, this is classed as unauthorised and parents and carers may be issued with a penalty notice by the Local Authority.

## ARRIVING LATE FOR SCHOOL

Registration begins at 8.55am all children are expected to be in their classroom at this time. Pupils arriving after this time will be marked as late but whilst the register is still open they are marked as present but arriving late (L).

On arrival after the close of register, pupils must sign in late through the office to ensure we can be responsible for their health and safety whilst they are in school.

Minutes late per day	Equivalent of missing
5 minutes	3.4 school days a year
10 minutes	6.9 school days a year
15 minutes	10.3 school days a year
20 minutes	13.8 school days a year
30 minutes	20.7 school days a year

## REWARDS FOR GOOD ATTENDANCE

Attendance figures are provided to the class teachers and pupils on a weekly basis. An assembly is used to share the figures with pupils and award the class with the best overall attendance for the week and the most improved attendance.

At the end of each term certificates are awarded to pupils with 98% attendance and above.

Towards the end of the school year (end of summer term) all pupils with 100% attendance will receive a gift voucher.