



# Winterton Community Academy

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Headteacher – Mr K Rowlands

## IMPORTANT: Attendance & Punctuality Matter

October 13<sup>th</sup> 2022

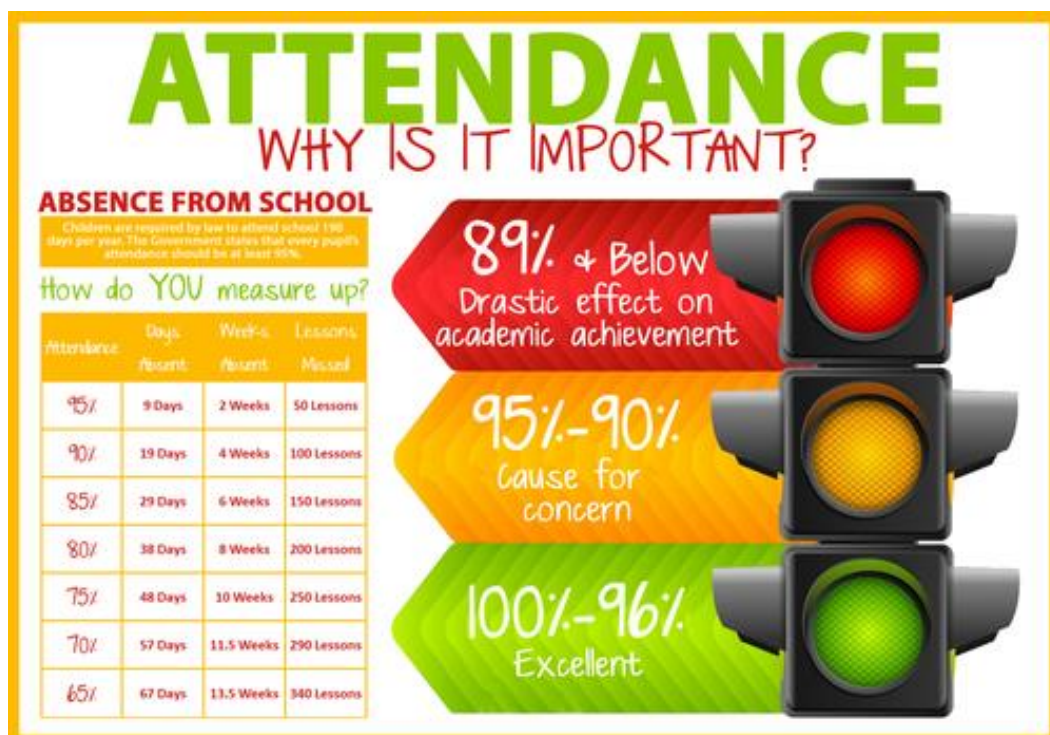
Dear Parent / Carer,

It is wonderful to see all our learners at The Academy return this year under 'normal conditions' following severe disruption to education and attendance over the past two years. However, there are now heightened expectations for schools' to monitor and improve attendance as a matter of urgency.

As we approach the end of this first half term, I would like to remind you of the importance of good attendance for all students. Every day a student is absent is a lost opportunity for learning. Too many absences not only affect achievement for the absent student but also can disrupt learning for the entire class.

Research shows that students who consistently miss school are at risk of lower academic achievement. Therefore, heightening awareness to the issue of persistent absenteeism, and providing information and resources to parents can help improve student attendance and, consequently, student achievement. The Department for Education's definition of 'Persistent Absence' is when a pupil's overall absence equates to 10 per cent or more of their possible sessions.

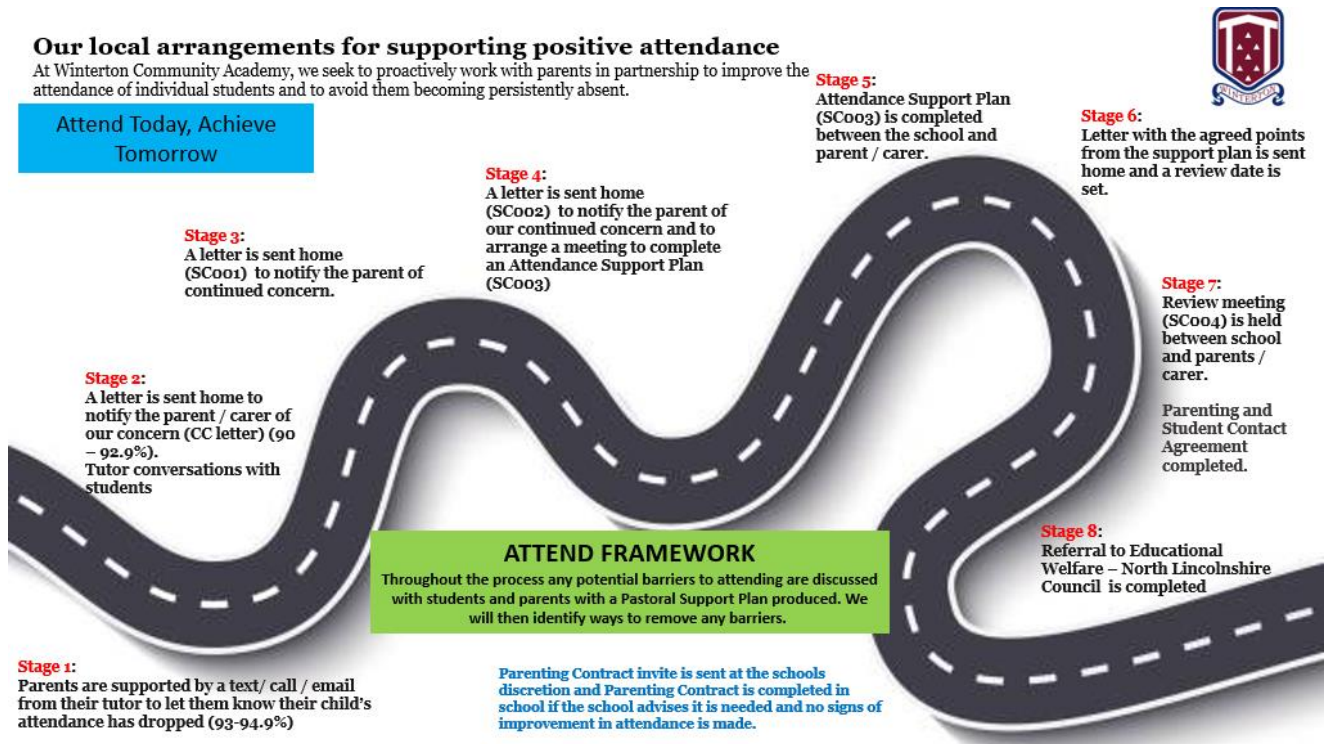
During an average school year, there are 190 days where a student is expected to attend school. This leaves 175 'other' days for holidays, trips and family occasions. The table below summarises the percentage attendance, days missed and lessons missed. An accumulation of missed lessons will have a significant impact on the progress and outcomes of your child.



## Attendance Matters

Here at Winterton Community Academy, we have an attendance initiative called Attendance Matters. The purpose of this initiative is to heighten awareness of the importance of attending school each day and to improve school attendance and punctuality. If your child is healthy, they should be in school.

### What does this involve?



### What Can Families Do?

Attending school regularly helps children feel better about school and themselves. Always encourage and expect good attendance from your child and reinforce the message that going to school on time, every day is important. Good attendance will help children do well in school, college and in their careers.

### What you can do:

- **Avoid scheduling holidays when school is in session.** The Department for Education advises Head Teachers not to authorise holidays in school time.
- **Build regular routines** for bedtime and the morning.
- **Lay out clothes and pack bags** the night before.
- **Talk about the importance of regular attendance** and about how your child feels about school.
- **Don't permit missing school** unless your child is truly sick. Use a thermometer to check for a fever. Remember that stomach aches and headaches may be signs of anxiety.
- If your child seems anxious about going to school, **talk to their tutor, Head of Year, Inclusion Officer (Mrs Karen Walton) or our Attendance Inclusion Officer (Miss Hannah Rhymer-Newbould or other parents** for advice on how to make him/her feel comfortable and excited about learning.

- **Avoid medical appointments when school is in session.** These are often unavoidable, but do please provide proof of the appointment and try to ensure attendance before / after the medical appointment.
- **Discuss attendance at home.** At the end of the week, talk with your child about their attendance that week. If you have downloaded the Bromcom parent app – you will be able to see live attendance data on this and can use it to spot trends and discuss attendance with your child.

Whenever a pupil is going to be absent for a session or full day, parents must inform the school with the reason and this may be followed up with a request for a medical note to confirm the reason for absence. Please ensure that you inform school of any absence in a timely manner and by 9.00am at the latest on the day of absence. This is to ensure that we can implement our safeguarding procedures as soon as registers close at 9.00am. It is also important that you inform school daily if your child is absent.

We fully understand that at certain points throughout the year children may pick up bugs, which may result in absence, and public health guidelines do state that children should be kept off school for 48 hours after the last period of vomiting or diarrhoea. If your child is feeling tired or a bit ‘run down’, this is entirely normal particularly towards the end of a long term. I ask that you send your child into school and staff will monitor their condition throughout the day. If we feel that they are too ill to remain in school, we will contact you.

In addition to attendance, punctuality is vitally important as children are given a task to do as soon as they come into class. If a child is late by just 5 minutes every day throughout Autumn term, this equates to around 6 hours or one whole school day missed!

## What sort of start is your child getting?

Just a little bit late doesn't seem much but.....

He/She is only missing just....	That equals....	Which is.....	and over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly <b>Half a year</b>
20 minutes per day	1 hour 40 mins per week	Over 2.5 Weeks per year	Nearly <b>1 year</b>
Half an hour per day	Half a day per week	4 Weeks per year	Nearly <b>1 and a Half years</b>
1 hour per day	1 day per week	8 Weeks per year	Over <b>2 and a Half years</b>

*Did you know your child's best learning time is the start of the school day?*

*That's when every minute counts the most!!*

**EVERY DAY COUNTS!**

Our morning routine is as follows:

**8.30am** – Doors are open and students can enter the building and begin to make their way to their first lesson of the day.

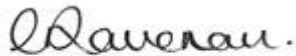
**8.40 – 8.45am** – Students should be in the classroom and preparing for their first lesson of the day.

**8.50am** – Doors will close. Children must come through the main school reception after this time and sign in as late. All lessons begin at 8.50am. Students who arrive late to school will be placed in an afterschool detention.

Thank you for your cooperation in this matter. As a school, we constantly strive to ensure that we can deliver the best education for your child for them to fulfil their potential and attendance and punctuality are key factors in your child's success.

Please do not hesitate to contact school if you have any concerns regarding your child's attendance and or punctuality. We will be more than happy to discuss this with you and provide any necessary support.

Yours faithfully,



Louise Daveran

Assistant Head Teacher