

Attendance at Winnington Park Primary School and Nursery

'From the first day of term to the last, the small moments in a school day make a real difference to your child.'

What time should my child come to school?

- School gates open at 8.30am and classroom doors open at 8.40am.
- All pupils are expected to be in their classroom at 8.45am.
- If your child arrives at school after 8.45am, they will need to enter the school by the main school entrance and the parent will need to sign them in. They will be marked as late and will receive the **L code**.
- If your child arrives at school after 9.15am, they will be marked as late and will receive the **U code**. This is an **unauthorised absence** for that session. Repeated lateness (10 sessions of non-consecutive unauthorised absence) will result in a fixed penalty notice (FPN) and a fine.

What should you do if your child is ill?

If a child is ill, parents and carers should notify school by telephone (01606 74371) as soon as possible on the **first day of absence** and on subsequent days if the child is still unwell.

What should you do if your child has a medical appointment during school time?

Please let our school office know, in advance, if your child has an appointment during school time and include details of times for collection.

Why does your child's attendance matter?

Missing a few days of school here and there may not seem like a big deal, but research shows that it can have a significant impact on children's learning. At Winnington Park Primary School, we recognise the importance of good attendance and the impact it has on children's progress, attainment, enjoyment of learning and relationships within school. Good attendance helps a child to realise their potential and ensure they are motivated, confident and enjoy a diverse range of curricular opportunities and experiences.

Can I take my child on holiday during term time?

If you take your child out of school for a holiday, it will be classed as an **unauthorised absence**.

School will issue a fixed penalty notice (FPN) if a pupil accrues 10 sessions of unauthorised absence within a window of 10 school weeks (a school day contains two sessions, morning and afternoon). This can be any combination of unauthorised absences. The 10-week period can span different terms or even different school years.

A maximum of two penalty notices can be issued within a three-year period. If a third penalty notice is necessary within the same three-year period, legal intervention will take place.

First penalty notices are charged at £160 per parent, per child. This amount is reduced to £80 if paid within 21 days. Second penalty notices are charged at a flat rate of £160 per parent, per child.

ATTENDANCE MATTERS



Every school day counts **BUT every minute is equally important!**

How do we celebrate attendance at Winnington Park Primary?

At Winnington Park Primary School, we will recognise and celebrate attendance on a weekly basis allowing all families the opportunity to achieve and feel successful - a new week, a new start!

Weekly in the Celebration Assembly:

- Whole year group attendance competition

Each half term in the Star of the Half Term Assembly

- Gold Awards for individual children achieving 99-100% attendance
- Silver Awards for individual children achieving 96-98% attendance
- Improving Attendance Award for individual children with significant improvement

How do we monitor attendance at Winnington Park?

School robustly monitor and analyse attendance data to promptly identify and address possible concerns and allow for early interventions to support the child/family's underlying needs. We monitor attendance on a daily, weekly, termly and yearly basis.

In accordance with the principles of early intervention, a graduated approach of assess, plan, do and review will be followed utilising a range of school-based resources, evidence-based interventions and seeking advice and support from external services at an appropriate stage, when needed.

How can you help with your child's attendance?

- Set a regular bed time
- Create a regular morning routine
- Ensure your child is prepared for the school day ahead (keep up-to-date with PE days etc.)
- Ensure your child arrives at school on time every day
- Arrange dental and medical appointments out of school hours where possible
- Take family holidays outside of term time
- Attend parents evening
- Discuss any issues or difficulties with school staff – we are here to help!

Attendance Ladder



The Attendance and Punctuality Policy can be found on the school website. If you have any questions, please speak to Mr Cole, Mrs Hall (Attendance Lead) or the office staff.