



## Windmill Hill Primary School Attendance

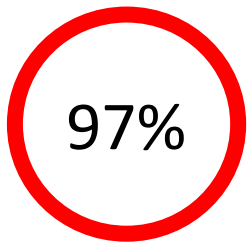
Dear parents/carers

We are very pleased to see you all back in school. It has been a challenging time for our school community and I am very proud of the children, parents and staff of Windmill Hill Primary School for showing such resilience over the past few months.

As you are aware, all children are expected to return to school with immediate effect. Windmill Hill Primary School will be introducing a new way of supporting children to achieve high levels of attendance. We know that children who attend school every day learn more and achieve higher results in tests.

At Windmill Hill Primary School, we want all of our children to reach their full potential and we aim to provide all children with the knowledge and skills that will help them to create a successful and happy future.

### Pupil Attendance Target



We have set a target for all children to achieve attendance of 97%.

**This means no more than 5 days of absence all year.**

The good news is that this still leaves **175 non-school days every year** to do the non-school things like: going shopping, going to the beach, going on holiday, getting your hair cut and buying school uniform!

### Rewards for high attendance

This year, we will be rewarding all of the children who have fantastic school attendance. Please talk to your child about the rewards that they can achieve.

#### Termly Rewards

100% attendance for each term – all children who achieve 100% attendance for a full term will receive a prize. The prizes will be:

- |   |   |                           |
|---|---|---------------------------|
| - 2 <sup>nd</sup> September – 18 <sup>th</sup> December     | ➡ | Hot Dog or Pizza Treat!   |
| - 4 <sup>th</sup> January 2021 – 1 <sup>st</sup> April 2021 | ➡ | Easter Egg!               |
| - 19 <sup>th</sup> April 2021 – 22 <sup>nd</sup> July 2021  | ➡ | Ice Cream from Mr Whippy! |

Each term, children get a fresh start and will have a chance to win the prize for that term. REMEMBER – THIS MEANS NO ABSENCES FOR THE WHOLE TERM REGARDLESS OF THE REASON!

#### Yearly Reward

100% Attendance for the School Year – all children who have 100% attendance at the end of the year will receive the Ultimate Prize! Due to the current situation, we do not know what this will be yet.

**REMEMBER – YOU MUST BE IN SCHOOL EVERY DAY TO WIN!**

## **Class Reward**

**Year Group Attendance Competition** – Each week we will be comparing the attendance of each class and the class with the highest attendance for that week will win the school trophy. The class with the highest attendance at the end of the school year will be the **ATTENDANCE CHAMPIONS!**

## **How we will monitor attendance**

Alongside the attendance initiatives, we will also be introducing a staged approach to managing absence and punctuality. This will mean that we will be contacting the parents of children who have been absent from school. The stages we will follow to improve school attendance are:

**Stage 1** – Following the first absence from school, you will receive an email to remind you about the importance of good attendance.

**Stage 2** – If your child has further absences in a short space of time, you will receive a letter to inform you that we will be monitoring the attendance of your child.

**Stage 3** – If your child continues to be absent, you will be invited into school to meet with me to discuss the importance of good attendance and an attendance target will be set. This will provide you with an opportunity to talk about any issues that may impact on your child's attendance.

**Stage 4** – If no improvement can be seen in your child's attendance, you will be asked to attend a meeting with the Local Authority Education Welfare Officer. At this meeting you may be issued with a Penalty Notice Warning letter. Further absences from this point may result in a penalty notice being issued.

**Stage 5** – If your child's attendance continues to be a concern at this stage, we will be working with the Local Authority to take further action in terms of prosecution for non-attendance.

## **Important reminders**

- Please contact school on each day of absence to explain your child's absence. If you do not contact school we will make contact with you through a telephone call or we may visit you at home.
- Medical evidence may be required for absences to be authorised.
- Please make medical appointments out of school hours or after 2:30pm. Children should attend school before medical appointments and, depending on the time, return after the appointment ends.
- Holidays during term time will not be authorised and may result in a penalty notice.
- If your child arrives after the close of the register (9.30am) this will be an unauthorised absence. If your child is regularly late to school, you may receive a penalty notice.
- Please ensure that you and your family follow Government guidance on social distancing and hand washing to reduce the chance of becoming unwell with Coronavirus and other illnesses.

We are very excited about the rewards that are available to all children and would like to support you to ensure your child attends school every day. If you know of any issues that could impact on your child's attendance, please contact me at the earliest opportunity.

Yours sincerely



**Miss P Newman**  
**Headteacher**