



Dear Parents/Carers,

As a Federation, we aim for all our children to reach their full potential and an excellent attendance in school is key to achieve this. With this in mind, we feel we need to pass on to you, the expectations set out by The Federation and our local authority.

Holidays in Term Time

The law states that headteachers are only able to authorise a leave of absence during term time in 'exceptional circumstances'. Leave of absence is not an entitlement and will not be granted for the sole purpose of a family holiday.

Prior to **any** leave of absence, parents/carers are required to complete a 'Leave of Absence' form; giving as much information as possible so that our Executive Headteacher can make an informed decision. We urge parents to complete this form as failure to do so will result in an unauthorised mark on your child's attendance record. **Please note that all leave of absence days must be applied for, even if it's just for one afternoon session.** We would much rather parents/carers be honest about their child having time off than tell us that their child is ill when this is not really the case. These forms can be obtained from the school office or on our Federation website. You can also request that your child brings a form home with them.

Please also bear in mind, that children often tell other children or staff about their 'secret holiday' so it is very rare that we don't get to find out the real reason or absence. Please be aware that our registers are legal documents and all schools are required to establish the correct reason for absence. Therefore, any absence mark will be changed to an unauthorised mark if deemed appropriate to do so. For example, an absence reported to school as an illness, can be changed to an unauthorised absence should the school suspect a holiday or long weekend away. Poor attendance can result in a referral to the Education Inclusion Service for investigation and possible penalty.

Irregular Attendance

If your child's attendance falls below 95% of their possible sessions (each school day has two sessions; one in a morning and one in an afternoon), this will be noticed on our 4 weekly attendance checks and appropriate letters will be sent out to you in line with our attendance policy and the local authority guidance. Remember, missing even just one afternoon of school means a child can be missing out on vital parts of the school curriculum.

Each term, schools are required to produce a 'persistent absence' figure. A pupil is a persistent absentee if they miss 10% or more of their own possible sessions in school (this means their attendance figure will fall below 90%). Please help us to minimise this figure as much as possible by only keeping your child away from school when absolutely necessary. However, rest assured, if your child becomes ill whilst in school, we will of course contact you to collect your child. We care not in the habit of keeping children in school that we know are too poorly to be here.

The Winterton Federation

Winterton Junior School & Winterton Church of England Infants' School
West Street, Winterton, North Lincolnshire, DN15 9QF
01724 732223 • www.thewintertonfederation.co.uk
admin.wintertoninfants@northlincs.gov.uk



Appointments

All requests to take your child out of school for an appointment will require you to provide school, prior to the appointment, with evidence of this in the form of; a copy of your child's appointment card, appointment text or appointment letter. Failure to provide this documentation will result in an unauthorised absence mark.

Children arriving to school and arriving late

We have already adopted a 'soft start' to the school day for your convenience to enable those parents/carers who have children at both schools to get to either or both schools on time. Children are able to come straight into school from 8.45am until 8.55am at Winterton Junior School and 8.45am until 9.00am at Winterton C of E Infants' School, **this is when our registers close**. If your child arrives any later than this they will be marked as late. Any child arriving after 9.15am will receive an 'Unauthorised' mark which impacts on attendance for your child and the school.

Whilst we understand that some of these measures may seem extreme to you, we cannot reiterate enough how important attendance is for your child to have a chance at reaching their full potential. Attendance figures across The Federation are not only monitored by our Local Authority Education Inclusion Service but are also challenged by our Board of Governors.

We hope that you will support us to make a continued improvement of our attendance across The Federation. We are always available to answer any queries you may have so please do not hesitate to contact either school and ask to speak to a member of the attendance team.

Many thanks for your continued support,

The Winterton Federation Attendance Team

The Winterton Federation

Winterton Junior School & Winterton Church of England Infants' School
West Street, Winterton, North Lincolnshire, DN15 9QF
01724 732223 • www.thewintertonfederation.co.uk
admin.wintertoninfants@northlincs.gov.uk