



# Wingrove Primary School

## Attendance Newsletter

### Autumn 2021



**Welcome** to the autumn edition of the attendance newsletter. It is wonderful to see lots of children arriving to school on time, but we also have had children arriving at school after the buzzer even in the very first week back. We must improve on this, as even being a few minutes' late each day can have an impact on your child's learning and emotional wellbeing. Children start learning as soon as they are in class, so your child is missing out when they arrive late. We continue to work towards our goals regarding attendance and punctuality as we believe this gives children the best education. Attendance lower than 95% can significantly impact upon your child's learning.

If you would like to speak to me regarding your child's attendance or absence, I am outside most mornings near the main school doors.

With kind regards

Mrs Prosperini  
Administrative Officer

**Remember** the doors open at **0835**. If you arrive after the buzzer sounds at **0855**, you are late and should report to the office. Get to school on time and be prepared for the day ahead.

Morning nursery doors open at **0840** and afternoon at **1225**.

**HURRY!  
HURRY!  
HURRY!**



### Punctuality

Look out for charts on class windows. If all the children in class have arrived on time all week they get a ✓ but if any children arrive late they will get an ✗ Please make sure children arrive to school on time, as when they arrive late it disrupts the rest of the class.

## Overall attendance

Children in primary school are expected to have attendance above 96%.

Our target for the whole school is set by the government and the local authority and we are expected to reach at least 96% this academic year. Last academic year we achieved **93.7%**. **Any COVID related absences are not included in this figure.**

## Phoning to report an absence

Please phone before 0900 on the first morning of your child's absence. You can leave a message on the absence line by dialling 1 after the number below. It is important to state your child's full name, the name of their teacher and the reason for their absence.

Although we strive for good attendance for all children, we understand that everyone can be ill. If your child is too unwell to come to school, then please phone the school on the number below:



**0191 2735466 or  
0191 2735842**

## Illness

All children at some point are ill, which means that they cannot attend school.

If your child has sickness and diarrhoea then they cannot attend school for 48 hours.

However, if your child has a minor complaint such as a runny nose, mild cough or sore throat, then they can attend school.



## At the end of the school day

Picking your children up on time at the end of the day is just as important as getting them to school on time.

Please remember school finishes at **1515**. Afternoon nursery is **1530**. If, on occasion, you may be late picking up your children, please ring the school office to and we can let your child know.



## Holidays and leave of absence in term time

We continue to work with the local authority in relation to issuing fines for holidays taken in term time. This is an increasing problem, we feel our children should not miss out on their education. **Last academic year we had 58 children missing over 1000 days due to holidays.**

Please look at the school term calendar and plan your time away during school holiday time. **Penalty fines will be enforced accordingly.**

The calendars are available at the school office and on the school website for your information.

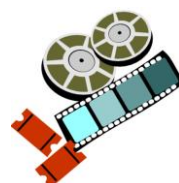


## Film and popcorn afternoons

The children love to try and achieve the best attendance for their class. Every half term, the classes in EYFS/Key Stage 1 and Key Stage 2, with the best attendance, win a film afternoon complete with popcorn. Letters are sent home to the winning classes.



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We also have **Golden Time** every week for the class who have the fewest lates. The children have time on the bouncy castle and a selection of board games to play with their classmates.



## 100% Attendance Draw



All children who achieve 100% attendance in a half term, and haven't been late, will have their name entered in the prize draw. A name is drawn out in Gold Assembly and the winner is awarded a collection of prizes.



We also have an attendance chart in each classroom, where the children can track their own attendance. The children with 96% or above each half term have their names in a prize draw and the winner is awarded a book.

## GOOD TIMEKEEPING MATTERS

Did you know that being 15 minutes late each day is the same as missing two weeks of school? \*



\*over one full academic year

**EVERY DAY COUNTS**  
but every minute is important

**LOST MINUTES = LOST LEARNING**

Welcome back to school, everyone. We have all experienced a very challenging period over the last eighteen months and it is lovely to see everyone altogether again and to be able to relax some of the COVID measures we had in place before we broke up for the summer.

I really enjoy greeting you all at the beginning and end of the day, and I can report that the children have told me they are so happy to be back. Some of the children said that they had missed eating their lunch in the hall, or spending time at playtime with other children than those in their year group. They also said they had missed being together in assemblies, although we are still operating at a reduced assembly timetable to keep us all safe. Attendance, last year was not the best for us, and we really must improve on this this year. I am sure that you all want your children to achieve the very best they can, and in order to do this, they need to attend school every day. There are so many attendance initiatives available for all children who come to school on time every day, and we would be pleased to see all children celebrating success and sharing the rewards.

I have been a little disappointed to see some children and families arriving to school after the buzzer, as this can affect their wellbeing. I know there are times when we may arrive late, and this is fine, as long as it does not happen too often. Please try to establish routines with your child. They need to be in bed early enough to have between nine and eleven hours' sleep each night. Then they will be ready to learn and can have the opportunity to achieve their full potential. Routines are much easier to maintain if introduced early on with children, they then become the norm and the child becomes used to going to bed before the older members of the family. Research shows that it is good practice to avoid all screen time (TV and devices) at least an hour before bedtime and to begin the routine with a bath or shower, cleaning teeth, then some quiet story time just before or as they get into bed. Routines like this encourage children to be healthier and happier and can thus support their learning. They are less likely to be difficult to wake up and begin the morning routines and therefore less likely to arrive late for school. We can all work together to achieve better attendance and reduce lateness this year. We are here to help if you need any further advice with this.

Mrs Mullarkey

