



# The Wolds and Vale Federation

Executive Headteacher

Mrs Jo Mould

[www.woldsandvalefederation.co.uk](http://www.woldsandvalefederation.co.uk)



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## *'One federation family, with transformation at its heart'*

November 30<sup>th</sup> 2022

Dear Parents and Carers

As we approach the end of the Autumn Term, I would like to take this opportunity to share a reminder about the importance of high levels of attendance and punctuality and the impact this can have on your child – socially, emotionally and academically. Please also have a look at the Attendance Newsletter that you will receive alongside this letter. These newsletters will be shared at the end of each half term.

### **Attendance**

Alongside parents fulfilling their legal duty to ensure their child attends school every day and arrives on time, the Wolds and Vale Federation places great importance on helping all children form excellent patterns and habits in relation to daily attendance and punctuality. We believe helping children, from a young age, to develop consistent daily routines allows them the best chance of accessing a full and rich educational entitlement and to develop healthy and successful social and emotional relationships with their friends and adults in school.

Schools are required by the Government and OFSTED to closely monitor daily attendance and to adopt a policy of early intervention should patterns of regular absence begin to occur. When this begins to happen, school will contact parents and carers to ensure that all is well with your child and to offer support with attendance and/or punctuality if needed. As well as fulfilling our Attendance Policy, this also forms part of our Safeguarding duties.

We fully appreciate that there may, occasionally, be times where your child is not able to attend school, such as in the case of being genuinely ill. In the event of your child not being able to come into school, please call either Sherburn or Luttons school office before 9am **on each morning of the absence** to leave a voicemail message or speak with a member of the Admin Team. Please provide the following information:

- Your name
- Your child's name
- Your child's class
- Reasons for absence – please be precise with the details of symptoms rather than "unwell".

We would ask that you encourage your child to be resilient when coming to school and that vague reasons such as feeling tired are not valid reasons to be absent. Please positively encourage your child to attend school, even if feeling a little "under the weather" and reassure them that they will be looked after in school. If needed, please do mention any concerns to your child's teacher when dropping off in the morning and please be reassured that staff will closely monitor your child and that you will be contacted if needed.



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## **Punctuality**

A prompt arrival at school in the morning is an important factor in ensuring your child is “ready to learn”. A late start can be unsettling as they arrive into an already settled class where instructions for learning may already have been given. A late start can affect your child academically, socially and emotionally for the rest of the day. We would encourage you to give your child as calm a start to their day as possible.

**The gates at both schools will be open from 8.35am and close promptly at 8.45am to allow for learning to begin at 8.45am.**

If your child is finding coming in school or arriving on time difficult for any reason, please speak to your child’s teacher or contact me via the school office as soon as possible. We are very keen to work with parents, carers and children to ensure that school is a happy, safe and positive place for all children. We would be happy to speak with you and/or your child to ensure that this is the case. Early intervention with any issues avoids any escalation of difficulties which may have a detrimental impact on your child.

It is widely acknowledged that children who have the highest rates of attendance and punctuality have the highest levels of attainment throughout school. This is vital, not just in primary school but for the best possible life chances.

## **Half Termly Review**

In the penultimate week of each half term, we will be reviewing our attendance and punctuality figures. We are setting an attendance target for each child of 97%. For children with an attendance level of less than 97%, we will be analysing the reasons for their absence and making contact with parents/carers. There will be a series of letters that will be issued throughout the year at each half term review point depending on the severity of the level of absence or lateness.

We fully understand that there may occasionally be circumstances, such as genuine illness, when your child cannot be in school. Through our absence tracking and consolation process we will always make time to understand where absence is genuine and unavoidable.

Where we feel the level of absence is becoming detrimental to your child’s education or wellbeing, we are duty bound to work in close partnership with parents and carers to implement a plan for rapid improvement. Across both schools, we do not want to have issue law enforcement in relation to non-school attendance. Whilst we have the support, willingness and partnership of parents we would rarely have to implement these procedures.

It is vital that parents understand that we will always do all that we can to be sympathetic and supportive where the absence is unavoidable. Where a child’s absence has clear, medical grounding or extenuating circumstances we will always be able to support your child through any prolonged period of absence.



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## **How much learning could your child be missing?**

Even though percentage attendance levels may look positive and acceptable, please see the guide below that equates percentage absence to actual days of missed learning:

### **Attendance % Number of missed learning days**

98%	4 days
95%	10 days
90%	19 days

## **Holidays in term time**

I would like to take this opportunity to also remind parents and carers that there is NO entitlement to additional holidays outside of normal school holiday times. It is important that children attend school every day. Please see the Attendance Newsletter for more details about authorised and unauthorised holidays. Please note that fines may be issued for taking children out of school on holidays during term time.

End of Key Stage assessments (SATs) take place in May for children in Year 2 and 6 and the Phonics Screening Check takes place in June for Year 1 children. It is particularly important that these children are in school during these times.

We are committed to investing in positive home-school partnerships to ensure all children receive the very best education whilst they are attending our Federation schools. If you have any concerns about your child's attendance and/or punctuality and would like support, please do speak to your child's teacher or contact me via the school office.

Best wishes

Mrs Mould  
Interim Headteacher