



Highwood Primary School,  
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Head Teacher: Mr M Hickey BA(Ed), PE QTS

11<sup>th</sup> September 2019

Dear Parents,

Last year we had a successful year for the school with regards to attendance and punctuality. The number of persistent absentees (pupils with below 90% attendance at the end of the academic year) halved from 14.7% in 2018 to 7% in 2019. The overall school attendance percentage stayed at 96% for the whole year.

For Highwood to be graded good in the next OFSTED report this positive attendance trend will need to continue. Therefore, we wanted to remind you about some key parts of the schools attendance and punctuality policy.

Attendance:

If your child is absent from school it is vital that you phone the school to inform us before 9.15am. Here is how we monitor **attendance** at Highwood:

**Monitoring Attendance at Highwood Primary School**

Every Child's attendance is monitored and recorded across the whole year. Every 3 weeks we look at your child's attendance percentage and registration certificate.

**If you child's attendance falls below:**

< 96%

You will receive a phone call from your child's class teacher.

< 93%

You will receive a letter about your child's attendance.

< 90%

You will be invited to a meeting to discuss your child's attendance.

As a school we will work with you to help improve your child's attendance. During the attendance meeting we will set you an individual 4 week target. We will set a review meeting at the end of the 4 week period.

Every term Educational Welfare (EWO) meet with the school to discuss all pupils who's attendance has fallen below 90%.

If you are aware of a planned absence from school, please complete a 'leave of absence' form. These can be collected from the office.

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Our policy states that leave of absence is granted if the circumstances are exceptional. To inform the school's decision about exceptionality, we use the guidance set out by the National Association of Headteachers (NAHT). The NAHT suggests the fundamental principles for defining 'exceptional' are:

- rare
- significant
- unavoidable
- short

If parents decide to take children out of school during term time for a holiday, and children miss 5 days of schooling, this information will be passed to our Education Welfare Officer and a Penalty Notice may be issued. Payment of a Penalty Notice within 21 days is £60 per parent, per child; between 22 and 28 days, it increases to £120. Penalty notices are issued to each parent per child. More details can be found on the Wokingham Council website or from the Education Welfare Service.

For us to be able to support your family and authorise an absence that may have not been planned but is due to exceptional circumstances, we may ask for supporting evidence. This might include:

- Original flight booking details;
- Medical certifications or documents;
- Invitations for Significant Events

#### Punctuality:

School starts at **8.45am** and the register is taken at **8.55am**. It is important that every child arrives at school by 8.55am every day so there is no impact on their education and learning. Here is how we monitor **punctuality** at Highwood:

### Punctuality at Highwood Primary School

Every Child's punctuality is monitored and recorded across the whole

**Every 2 weeks if your child has:**

1 late	Michelle Bull will speak to you in reception
2 or more lates	You will receive a phone call from your child's class teacher.

**Over every half term if your child is persistently late we will:**

> 4 lates	Michelle Bull will call you to discuss your child's punctuality
> 6 lates	You will be invited to a meeting to discuss your child's punctuality.

For more information about Highwood's attendance and punctuality procedures, please refer to the schools policy on our website.

Yours sincerely,

Mrs Vaux

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