



Attendance & Punctuality Newsletter



Northmead
Junior School



INTRODUCTION

Stoughton Infants and Northmead Junior Schools have worked together to undertake a review of our attendance and punctuality policies and procedures.

We wish to be clear and transparent with you about our policies and procedures so we can work together, striving for the best attendance and subsequently outcomes for all children.

Whilst we are promoting excellent attendance and punctuality we do recognise that children get ill, families have challenging times and we also recognise that on rare occasions you can have something that prevents you being in school on time. Please don't think that we've lost any of our compassion for these circumstances because we haven't.

REPORTING ILLNESS



STOUGHTON

Before 9.00am

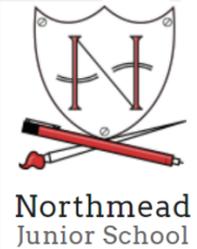
Use Studybugs App
(our preference)

or

Call: 01483 504172
Option 1

or

Email:
infants@stoughton.surrey.sch.uk



NORTHMEAD

Before 9.00am

Use Studybugs App

or

Call: 01483 529870

or

Email:
info@northmead.surrey.sch.uk



IF WE DON'T HEAR FROM YOU, WE WILL

Safeguarding, safeguarding, safeguarding - it is the utmost priority that we know where all children are each day and the school office teams will do the following if we haven't heard from you by 9:30am



STOUGHTON

- We will contact parents via **Studybugs** as **soon as possible** (if you do not have the app on your phone, this will come through to your email inbox)
- If we do not receive a response **by 9.45am**, parents will receive a **text message**.
- If we do not receive a response **by 10am**, we will **telephone** all contacts starting with contact priority 1 until we have had a response.
- If we still do not know where the child is **by 10.30am**, our Designated Safeguarding Leads (DSL's) will be notified, they will conduct a risk assessment and will most likely conduct a **home visit by 11am**. If there is no-one at home, we will contact the **Police** to conduct a welfare visit.

NORTHMEAD

- We will contact parents **via email** using Studybugs or Parentmail **as soon as possible**
- If we do not receive a response **by 9.45am**, parents will receive a **text message**.
- If we do not receive a response **by 10am**, we will **telephone** all contacts starting with contact priority 1 until we have had a response.
- If we still do not know where the child is **by 10.30am**, our Designated Safeguarding Leads (DSL's) will be notified, they will conduct a risk assessment and will most likely conduct a **home visit by 11am**. If there is no-one at home, we will contact the **Police** to conduct a welfare visit.



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REPORTING PLANNED ABSENCES



STOUGHTON

Medical or Dental Appointments

Please **email infants@stoughton.surrey.sch.uk** at least 24hrs in advance with the **date and time** of the appointment, and include a **copy of the appointment letter/text message**. If you wish to CC teachers into emails, please do so, but you must notify the office primarily.

If your child will be late to school, please inform us of their **lunch choice by 9.15am on the day**. If you do not, you must provide them with a **packed lunch**.

Holidays and other absences

Please submit a Request for Exceptional Leave of Absence - Self Service eForm at least one week before the planned absence.



NORTHMEAD

Medical or Dental Appointments

Please **email info@northmead.surrey.sch.uk** at least 24hrs in advance with the **date and time** of the appointment and include a **copy of the appointment letter/text message**. If you wish to CC teachers into emails, please do so, but you must notify the office primarily.

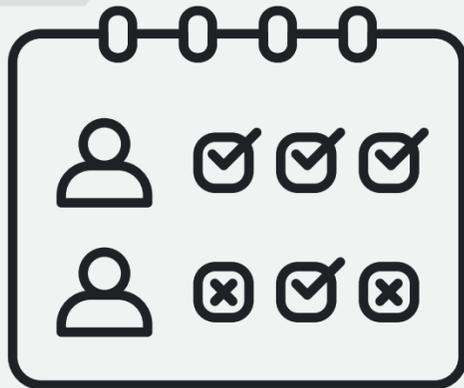
If your child will be late to school, please ensure you order their meal, as usual, **by 9am** or provide them with a packed lunch.

Holidays and other absences

Please submit a Leave of Absence Request Form which is available on our website or via the office-at least one week before the planned absence.



MONITORING ATTENDANCE

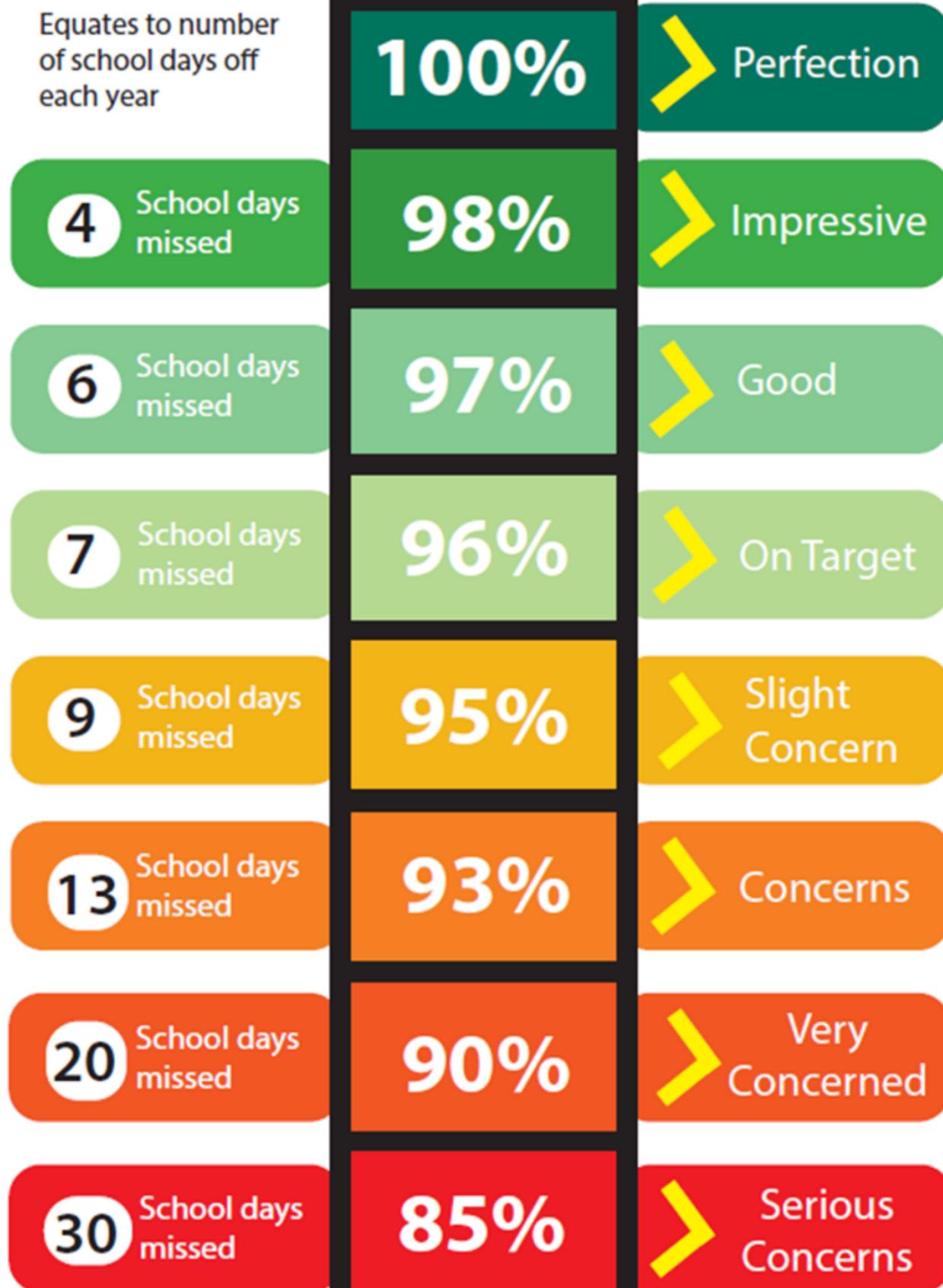


We monitor children's attendance in a range of ways - daily, weekly, half termly, termly and annually. When doing this we are looking for patterns in children's attendance such as odd days off, the same days off, siblings attendance.

Attendance is crucially important for children's success at school, this includes social as well as academic success.

We become concerned when a child's attendance is nearing 90% and we begin to monitor this more closely. If your child's attendance falls below 90% we will write to you or we may invite you in for a meeting to discuss attendance. In more severe cases we will unauthorise your child's absence without medical evidence, or you will be referred to the Surrey Inclusion Service.

Equates to number of school days off each year



Attendance



LATENESS



We track children's punctuality and a report is run every two weeks, highlighting children who have been late on 2 or more occasions. If your child appears on this report, you'll receive a letter asking for a reason for the lateness and the letter also includes an offer support to those families who request it.

Lateness can make children feel anxious, unsettled as they are entering their classroom where their peers are settled and engage with learning. They may have missed key information and feel stressed that they have to catch up. We wish to prevent children feeling like this.

We recognise that some lateness is beyond your control.

**On time
every day**

0 days of
learning lost

**5 minutes
late daily**

3 days of
learning lost

**10 minutes
late daily**

6 ½ days of
learning lost

**15 minutes
late daily**

10 days of
learning lost

**20 minutes
late daily**

13 days of
learning lost

**25 minutes
late daily**

19 days of
learning lost

Punctuality *over a school year*



WHAT TIME DO REGISTERS OPEN AND CLOSE?



	Doors Open	Register Opens	Register Closes
Nursery	8.50am	8:50am	9:10am
Reception	8.30am	8:30am	8:50am
Year 1	8.35am	8:35am	8:55am
Year 2	8.40am	8:40am	9:00am
Year 3	8.30am	8.45am	9.05am
Year 4	8.30am	8.45am	9.05am
Year 5	8.30am	8.45am	9.05am
Year 6	8.30am	8.45am	9.05am

THANK YOU



We hope this information has helped to provide some clarity about the systems, policies and procedures we use to promote good attendance and punctuality as well as our important work we do to safeguard your children.



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