

**Stoughton  
Infant and  
Nursery School**



**Northmead  
Junior School**

# **Attendance & Punctuality Newsletter**

**(updated 13th February 2025)**

## **INTRODUCTION**

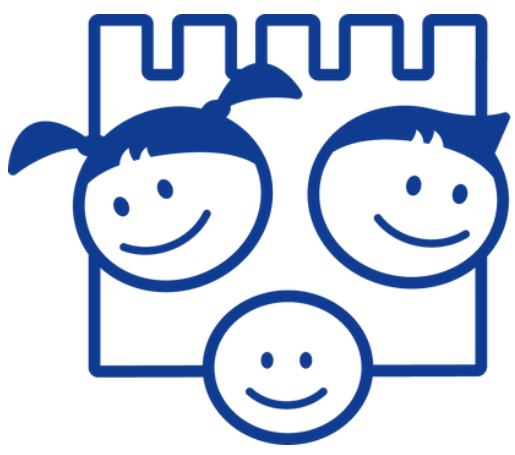
Stoughton Infants and Northmead Junior Schools have worked together to undertake a review of our attendance and punctuality policies and procedures.

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.

The following pages outline:

- How to report to the school if your child is ill.
- What procedures we will follow if you do not report your child's absence.
- How to report a planned future absence (Medical, Dental or Holiday).
- How we monitor attendance.
- How we monitor lateness.



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# **REPORTING ILLNESS**



### **Before 9am either:**

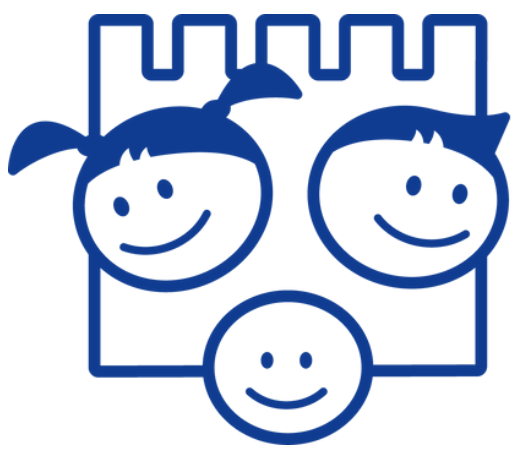
- Send an MCAS message (our preference)
- Call: 01483 504172 Option 1
- Email: [infants@stoughton.surrey.sch.uk](mailto:infants@stoughton.surrey.sch.uk)



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### **Before 9am either:**

- Send a message on the Studybugs App
- Call: 01483 529870
- Email: [info@northmead.surrey.sch.uk](mailto:info@northmead.surrey.sch.uk)



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### **IF YOU DO NOT CONTACT US, 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



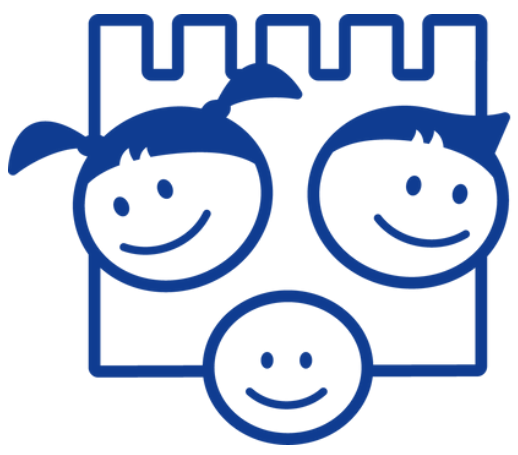
- Send parents an MCAS message before 9.30am
- If we do not receive a response by 10am, we will telephone all contacts starting with contact priority 1 until we have had a response.



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- Send parents an email using Studybugs or Parentmail before 9.30am.
- 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:**

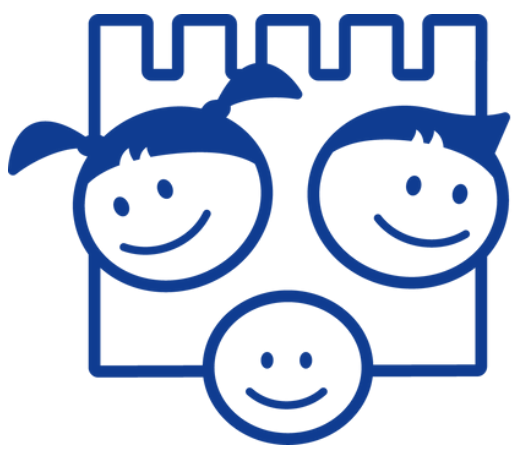
### **Medical or Dental Appointments:**

Please email [infants@stoughton.surrey.sch.uk](mailto: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 Leave of Absence Request Form which is available on our website or via the office-at least one week before the planned absence.



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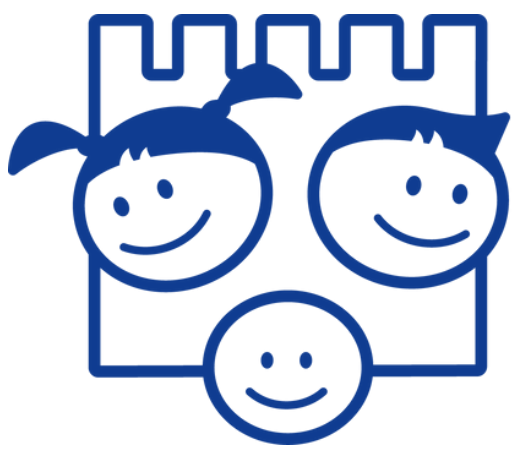
## **Attendance & Punctuality Newsletter**

# **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.



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### **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 of 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.