



Winford
Church of England
Primary School

Together we Flourish

Aspire • Belong • Care

*Every child.
Every day.
A brighter future.*



Attendance at Winford

A guide for parents and carers



Being here helps us flourish.



Learn

Every day in school gives children valuable learning opportunities.



Belong

Being here helps children build positive relationships and feel part of our school family.



Grow

Regular attendance supports children's confidence, wellbeing and future opportunities.



Flourish

Together we help every child to thrive academically, personally, emotionally and spiritually.



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"I have come that they may have life and have it to the full."

John 10:10





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Why attendance matters

*Every child.
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Being in school every day gives children the best chance to learn, build friendships, grow in confidence and experience all that Winford has to offer.

Regular attendance helps every child to flourish.



Academically

Every day in school builds knowledge, skills and understanding, helping children to achieve their potential.



Emotionally

Being in school helps children feel safe, happy and supported. It gives them a sense of routine and belonging.



Personally

Regular attendance helps children develop independence, resilience and confidence, and gives them opportunities to try new things.



Spiritually

Being here allows children to experience awe, wonder and connection, helping them to grow in faith, hope and love.

Days lost add up quickly!

Even a small number of days missed can have a big impact on your child's learning and progress.



10 days
missed
each year

50 lessons lost



19 days
missed
each year

95 lessons lost



29 days
missed
each year

145 lessons lost



38 days
missed
each year

190 lessons lost



We celebrate positive attendance

- We know that children can become ill and sometimes have to miss school.
- We do not give rewards for 100% attendance.
- We recognise good habits, improvement and overcoming barriers.
- Every day in school is a step towards a brighter future.



Every day makes a difference

- More time with friends.
- More learning and progress.
- More opportunities to try new things.
- More confidence and independence.
- A stronger sense of belonging.
- A brighter future.



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If my child is absent... what do I need to do?

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If your child is unable to attend school, please let us know as soon as possible,
ideally before 9:00am on the first day of absence.
This helps us keep your child safe and ensures we can record the absence correctly.



When your child is unwell

- Please tell us the symptoms, for example high temperature, sickness or a specific illness such as chickenpox.
- A simple message saying "ill" is not always enough information.
- Keep us updated each day.
- Seek medical advice if you are unsure.



Medical appointments

- Where possible, please try to arrange appointments outside of school hours.
- If this is not possible, please let us know in advance and provide the appointment details (e.g. hospital letter or text).
- Your child should be in school before and/or after the appointment where possible.
- We will record the absence using the correct medical appointment code.



Not sure if your child should attend?

If you are unsure, please phone the school office. We are always happy to discuss your child's symptoms and help you make the right decision.



Coming back to school

Let us know if your child is still unwell or if they are now well enough to return. A warm welcome back helps children settle quickly.



Please keep in touch with us.

We are here to support you and your child.



High expectations
and high support
help every child flourish.



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Holidays, SEND and other absence... *what you need to know*

*Every child.
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A brighter future.*



We understand that there are different reasons why children may be unable to attend school. We apply the national guidance fairly, while also working with families to offer the right support when attendance is difficult.

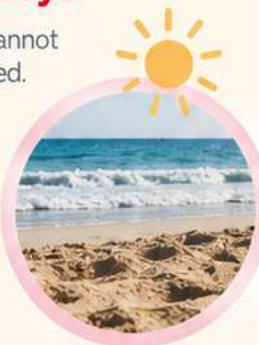
Our aim is always to support your child and help them to flourish.



Term-time holidays

Term-time holidays cannot normally be authorised.

- A good attendance record does not mean a holiday can be authorised.
- Requests for exceptional leave must be made in advance to the Headteacher.
- Each request is considered individually, based on the circumstances.



Medical appointments

Where possible, please try to arrange medical appointments outside of school hours.

- If this is not possible, please let us know in advance and provide the appointment details (e.g. hospital letter or text).
- Your child should be in school before and/or after the appointment where possible.
- We will record the absence using the correct medical appointment code.



SEND and illness

Children with SEND, medical needs or additional needs may at times find attendance more challenging.

- SEND does not automatically mean that absences can be authorised.
- We will work with you to understand your child's needs and consider the right support.
- Where appropriate, we may involve our SENCO, outside agencies or the North Somerset EBSA Pathway.
- Please talk to us early if you are concerned.



Other reasons for absence

There may be other reasons why your child is unable to attend, such as a family emergency or a significant personal circumstance.

- Please let us know as soon as possible and provide enough information for us to understand the situation.
- Each request is considered individually and we will apply the guidance fairly.
- If your child is experiencing anxiety, emotionally based school avoidance (EBSA) or any other difficulties, we will work with you to find the right support.



*Understanding the circumstances.
Applying the rules fairly. Offering the right support.*

Our aim is always to work in partnership with families, to understand the reasons for absence and to ensure every child gets the support they need to be in school and to flourish.

*Please talk
to us early.
We are here to help.*




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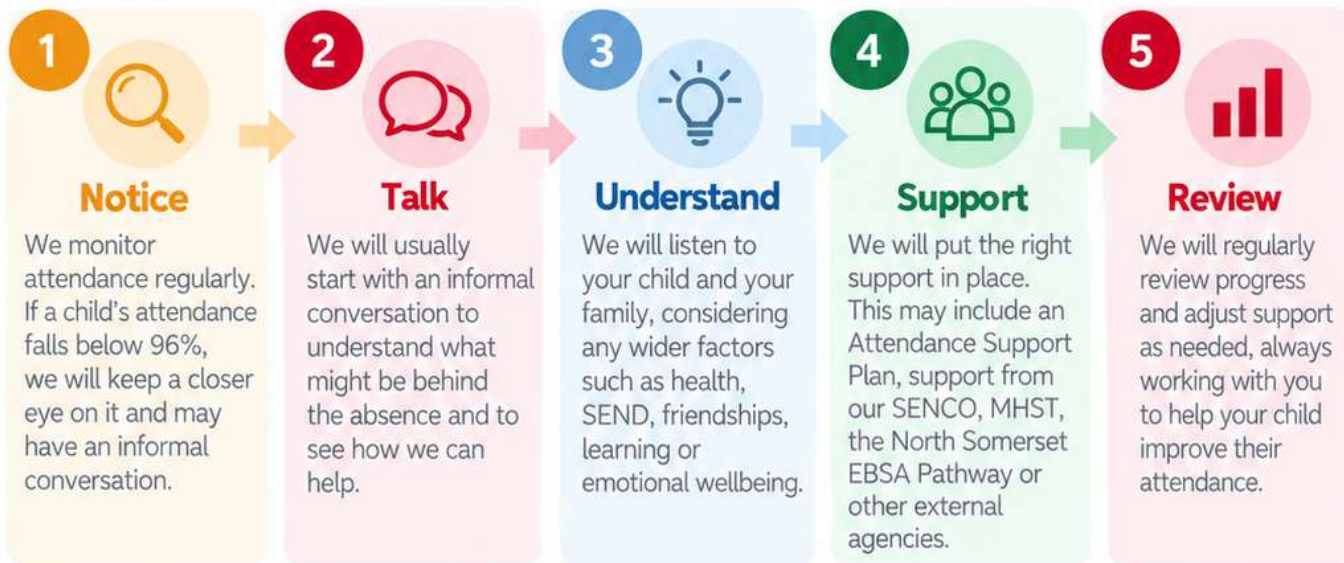


When attendance becomes difficult... how we can help

Every child.
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We know that sometimes attending school can be difficult. If we notice that attendance is starting to drop, we will work with you to understand what might be happening and to offer the right support.

The earlier we can work together, the better.



Persistent absence

If a child's attendance falls below 90%, they are classed as persistently absent. We will follow our school and Trust procedures, which may include more formal letters, meetings and, if needed, support from the Education Welfare Officer (EWO).



We're here to support

If you are worried about your child's attendance, please talk to us.

You do not need to wait until attendance has become a serious problem.

We believe in high expectations and high support, and we will always work with you to find the right way forward.



Please talk to us early.

Working together, we can remove barriers and help your child to flourish. 

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Punctuality

A great start to the day

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Arriving at school on time helps your child to feel settled, ready to learn and makes the most of every learning opportunity.

Gates close at 8:50am and registers are taken at this time.



Gates close at
8:50am

Every minute counts!

A short delay each day can add up to a significant amount of lost learning time.

5 minutes
late each day



3 days
lost each year

10 minutes
late each day



6 days
lost each year

15 minutes
late each day



9 days
lost each year

Good routines help

- ✓ Get up with enough time.
- ✓ Have breakfast at home or at our breakfast club.
- ✓ Be ready to leave on time.
- ✓ Aim to arrive a few minutes early.
- ✓ A calm start helps your child feel happy and ready to learn.



Late arrivals

- If you arrive after 8:50am, please bring your child to the school office.
- We will always welcome your child warmly.
- The reason for the late arrival will be recorded.
- If lateness becomes a pattern, we will get in touch to see how we can help.
- We never blame children for being late.



A calm start
to the day
helps everyone
to flourish.



Who can help?

If you have any questions, concerns or would like support with attendance or punctuality, please get in touch. We are always here to help.

Class teacher

- First conversation and general concerns.

Jackie Budd Office Manager

- Absence reporting and attendance administration.

Jen Campbell Headteacher / DSL

- Attendance concerns and support.

Claire Tiernan Deputy Headteacher / DDSL

- Attendance concerns and support.

Pauline Adams SENCO / DDSL

- SEND-related barriers and support.

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