



Springwood Federation, Springwood Avenue, Waterlooville, Hants, PO7 8ED  
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Dear Parents/Carers,

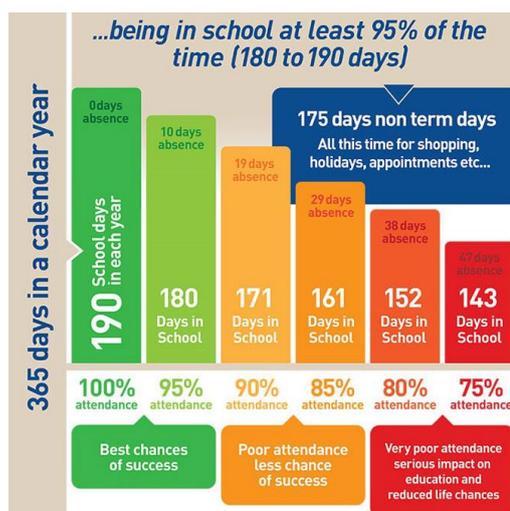
I wrote to you in November regarding attendance and advised you that it is a legal requirement to report on the school's attendance and attendance for groups of pupils and individuals where appropriate.

**The Infant School's attendance for the Autumn term was 95.4% and the Junior's was 95.2%. Well done to both schools for keeping above National and continuing to strive for 96%.**

If your child's attendance is below 96%, you will receive a copy of their attendance certificate for the Autumn term. Please remember one session equates to half a day's absence, so two sessions equal to one day's absence. Although these %'s can look high, and would be great for an exam result, anything below 95% has proven to affect attainment in later life.

Statistics show a direct link between under-achievement and absence below 95%

- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training



I fully appreciate that there have been some illnesses during the Autumn term and children were poorly. However, it is our duty to consistently strive to achieve a goal of 100% attendance for all children. Therefore, the school's target for 2022-23 is at least 96%. Every opportunity will be used to convey to you the importance of regular and punctual attendance.

### What happens next?

Your child's attendance will fall into one of these categories:

- Above 96% (the school's target, National is 95%)
- Between 90-95.99%
- Between 80-89.99%
- Below 79.99%



Hampshire  
County Council

Each year group will be looked at on a weekly basis ('check in'). Below is what to expect if your child's attendance falls into one of these categories:

Attendance	What will happen?
>96%	Attendance stickers given out during your child's year group 'check in'.
90-95.99%	You will be advised in writing that your child's attendance has reduced and Mrs Johnson may give you a phone call and check if everything is ok? Can the school help with anything to try and get you above 96%?
80-89.99%	Patterns of non-attendance will be looked at, for example is it every Monday? Support will be signposted and actioned, e.g. a school nurse referral, breakfast club, support with routines at home. Agreed timeline to show an increase in attendance percentage over a period of time.
79.99%	A member of the leadership team will contact you and your case will likely be referred to the Attendance Legal Panel (ALP).

However, if your child's attendance falls below 89.99%, they will be looked at on a weekly basis and your child's attendance percentage will be expected to increase every week. This will be monitored and tracked. Supportive text messages and phone calls will occur, however there will need to be an improvement.

### Lateness

If your child misses....	That equals....	Which is....	Over 13 years of schooling this is....
10 minutes a day	50 minutes a week	1.5 weeks a year	Nearly half a year of lost learning
20 minutes a day	1 hour 40 mins a week	2.5 weeks a year	Nearly 1 year of lost learning
30 minutes a day	Half a day a week	4 weeks a year	Nearly 1 and a half years of lost learning
1 hour a day	1 day a week	8 weeks a year	Nearly 2 and a half years of lost learning

I will also be looking at lateness over the next few weeks and will communicate next steps with you.

Regularly being late for school has a negative impact on your child's learning. Important instructions and the learning objectives might be missed and your child may feel awkward having to interrupt the class to enter. Your child should be in school and ready to learn 5 minutes before registration.

A few simple changes can really help: packing bags and lunches the night before, getting clothes and shoes ready the night before or simply getting up 5 mins earlier!

Kind Regards



**Mrs J Livingstone**  
Executive Headteacher