



Monday 23rd September 2024

Dear Parents/Carers,

Attendance at Southbroom!

Attendance at school is incredibly important for children to thrive socially, emotionally and academically. Last year, our attendance at Southbroom Infants was below the national average, with persistent absences sitting above the national average. To ensure all children get the best start in their education by embedding good attendance routines, attendance will be closely monitored throughout the school year. Please read all the information below regarding attendance at Southbroom Infant School.

Why is attendance and punctuality at school so important?

- Children who attend school regularly make better progress, both socially and academically
- Children who attend school regularly find school routines, school work and friendships easier to cope with
- Children who attend school regularly enjoy their learning more

At our school, children start their learning as soon as they come through the door in a morning by 8.50am. If your child is late and arrives after this time, they will miss key learning, for example their phonics lessons. Our school gates open at 8.45am and all children need to be in school by 8.50am every day.

What to do if my child is unwell?

If your child is too unwell to attend school, please phone the school office by 8.30am on the morning of each absence. If your child has a runny nose, minor cough, cold or tired, we would encourage you to send your child to school. If they become too unwell during the school day, we will contact you by telephone.

Attendance and percentages

At Southbroom Infant School, 96% and above attendance is classed as "Good". Attendance at 95% or below is deemed "Requires Improvement".

The table below shows the attendance percentage and the number of days missed.

Attendance %	No. of school days missed
100%	0 days
99%	1 day
98%	3 days
97%	1 week
96%	1.5 weeks
94%	2 weeks
93%	2.5 weeks
92%	3 weeks
90%	3.5 weeks

Proud to be part of The White Horse Federation Multi-Academy Trust



Headteacher:
Mrs. Amy Edwards
Tel. 01380 723184



Southbroom Infant School,
The Green,
Devizes,
Wiltshire SN10 5AA
www.southbroominfants.co.uk

Attendance procedures

If the attendance of any child who is of statutory school age drops below 95% the following process will be followed:

1. A stage 1 letter will be sent to the parent/carer to highlight the concerns regarding a drop in attendance below 95%
2. If there is little or no improvement in attendance the following week, a stage 2 letter will be sent to parents/carers
3. If there is still little or no improvement in attendance the following week, parents/carers will be invited into school to meet with Mrs Edwards to create an action plan to improve attendance
4. If there is little or no improvement in attendance following the attendance meeting over a 3-week period, parent/carers will be invited to meet with Mrs Edwards to review the attendance action plan.
5. If there continues to be little of no improvement in attendance, a referral will be made to the Education Welfare Officer who will consider instigating legal proceedings by consulting/referring to the relevant Local Authority.

Please note, if your child is in reception, however not yet 5 years old, an 'Under 5s' letter will be sent home to highlight that your child's attendance is starting to dip.

Holidays in term time

Holidays will not be authorised by the Headteacher unless there are exceptional circumstances. These may include when a family needs time away together following bereavement or for service personnel who are prevented from taking holidays in any other holiday period for that year. Holidays will not be authorised for financial reasons or because someone else has booked it for you.

If you wish to take your child out of school during term time you should complete a "Request for Absence" form which can be found in the school office and on our school website. You need to complete this and return it to school. If your request is not authorised you may still take your child out of school but this will be recorded as unauthorised absence. If your child has 10 sessions (1 session=half a day) or 5 school days or more unauthorised absence in any 6-month period, we will report this to the Local Authority and you will then receive a fine. Fines are issued PER CHILD AND PER PARENT so these can be quite substantial, particularly if you have more than one child. This is something to bear in mind when taking your child out of school.

Children will be authorised to have absence from school if they have a hospital appointment. An appointment letter will be requested. They will be expected to be in school before/after the appointment depending on time allowing.

I hope this clarifies any uncertainties about taking holidays in term time. I do understand that taking holidays in school holiday time is a lot more expensive than in term time. However, I am not able to authorise holiday for this reason.

Thank you for your continued support to help improve attendance in our school.

Kind regards

Mrs A. Edwards

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