



Winchmore
School

learning to realise potential

Attendance Information



Winchmore
School

Reception →

Headteacher: Jim Owen
www.winchmore.enfield.sch.uk

Parents and Carers - Important Attendance Information

Winchmore School is committed to providing a safe and full educational experience for all our pupils. We want our Pupils to realise their full potential and consider good attendance and punctuality as key parts of this process. Positive attitudes to attendance enable all pupils to maximise their opportunities both in school and in later life.

Our aim is for students, parents and members of staff to work together to ensure excellent attendance for all Pupils is achieved; to listen to our Parents carefully to find out why their children are not attending regularly so we can act accordingly

We recognise Parents have a vital role to play and our aim is to secure strong home-school links so that we can address and resolve any barriers to learning as quickly and efficiently as possible. At Winchmore School we will do everything we can to support you and your child so that they achieve regular attendance.

You may have heard of, or have had personal experience of working with an **Attendance Officer** or an **Education Welfare Officer** at your child's primary school.

Every child is entitled to an education and the Attendance Law is there to ensure all children are being educated and to make sure all children are safe. The Law says that Parents/Carers of children, who are of compulsory school age and are absent from school without good reason, are committing an offence.

Our Attendance Team, with the support of the Education Welfare Service at Enfield Local Authority closely monitor our pupil's attendance and punctuality.

Government expectations are that each child is to achieve at least 96% Attendance. One child missing 5% of school over an academic year is equivalent to 10 school days absent, 50 lessons missed.

Studies show that regular attendance is linked to higher achievement and being at school and arriving on time will allow your child to make the most of everything that Winchmore School has to offer. Habits of regular attendance and good time keeping, learnt now, will benefit your child for the rest of their school career and throughout life

Your child should only be absent:

- if they are genuinely too ill to come to school
- Medical appointments. We strongly advise you to make all appointments outside of the school day. We understand this is not always possible; on these occasions we do expect your child in school before and/or after the appointment. We will not authorise whole day absences, only in exceptional circumstances and with supporting evidence.
- for other circumstances such as family bereavement/funeral
- For religious observances. Please be aware this does count as an absence and will affect your child's attendance.

All other absences need to be agreed and authorised by the school. This includes:

- Missing school due to your family being away or other circumstances such as weddings.

Government guidelines state that leave/holidays are not to be taken in term time unless there are exceptional circumstances. Requests must be made in writing to Mr Owen, Headteacher. Should you take leave without authorisation; the LA can issue a Penalty Notice Fine.

Requests for Leave of absence Form must be completed: <https://forms.gle/LjV67F2UHGCHng6aA>

The following reasons are not accepted as grounds for your child to miss school or arrive late:

- Shopping
- Birthdays
- Bad weather
- Going to the airport
- Waking up late
- Traffic

Procedures/Reporting absences:

Lateness to school:

We have a very strict policy when dealing with lateness.

There is a direct link between lateness to school and progress. We want to minimise barriers to Pupils achievement and valuable learning time is lost when arriving late to school. Furthermore, their late entry to class interrupts teaching and disturbs the learning of others

We ask that you support your child to leave the house and get to school on time, allowing for the fact that we live in London and traffic can cause congestion in the morning.

- All Pupils need to be in the school playground by 8.20am to enable them to get into the school building and to lessons on time. Pupils need to be in class ready to learn at 8.30am
- The gates in Highfield Road and Firs Lane close, and automatically lock, at 8.30am. After this time, Pupils must go to the Laburnum Grove entrance at the front of school and sign in at the Attendance Office, where they will be issued a late slip to enter their lesson.
- Late Pupils will be issued with a half hour lunch detention that same day. Failure to attend will lead to an hour's detention after school on a Friday.

Absence:

- If your child is going to be absent you must let us know as soon as possible, preferably in advance, and in writing, so it may be authorised. You could also email us at attendance@winchmore.enfield.sch.uk .
- For unforeseeable absence please email the Attendance Office as soon as possible or call **020 8360 7773 ext. 111 or 112** (*available 24 hours a day*) and follow the instructions on the answer machine.
- If your child does not arrive at school and we have not been notified of the reason, we will contact you by text. Please respond to these absence enquiries.
- If the absence remains unexplained, we will follow this up with a letter. Please give these letters your full attention; unexplained absences are unauthorised and could lead to you receiving a fine.
- Should you need to collect your child early for an appointment, please advise the school at least 24 hours before and write a note in your child's student planner so they can be excused from the lesson. Your child will then need to sign out at the Attendance Office and meet you in the reception area. **It is not the school's responsibility to collect your child from lesson.**
- Pupils in Years 7-9 will need to be collected for appointments. Years 10 & 11 are allowed to leave unaccompanied as long as we have written confirmation from parent.

We will contact you if we have concerns about your child's attendance. If your child has excessive amounts of time off due to illness, we may ask you to provide medical evidence. If not provided and attendance does not improve, we will not authorise further absences.

Excessive amounts of unauthorised absences will lead to a referral to the Education Welfare Service.

Please help us to help your child attend regularly.

The Attendance Office is open between 8am - 4.15pm Mon – Thurs and 8am – 4pm Fridays.

If you have any concerns about your child's attendance and/or punctuality, or just wish to pass on some information, you can contact us on the school number or email us.