

Pinewood Infant School

&

Foundation Unit

Attendance Booklet

Coming to school is really cool!



Every Day Counts

Aims

- ❖ To increase levels of attendance throughout school.
- ❖ To continue to improve punctuality.
- ❖ To promote a positive attitude to attendance and punctuality amongst pupils and their families.
- ❖ To ensure children are not taking holiday leave in term time.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence:



Authorised- where school approves pupil absence



Unauthorised- where school will not approve absence



If a child is absent parents should call school on each day of absence by 9.15am OR email: office@pinewood.notts.sch.uk

ACCEPTABLE REASONS FOR ABSENCE:

- ❖ Illness
- ❖ Illness with a risk to others (infection)
- ❖ A death in the family
- ❖ Medical appointments which cannot be made outside of school hours
- Please make sure wherever possible that these are made outside of school hours
- ❖ To take part in special tuition outside school
- ❖ Time set aside exclusively for religious observance

UNACCEPTABLE REASONS FOR ABSENCE:

- ❖ Getting up late
- ❖ Holidays unless exclusively for religious observance
- ❖ School uniform in the wash
- ❖ Visiting friends or relatives
- ❖ Because a brother or sister is poorly
- ❖ Birthday
- ❖ Because you can't get them to school (alternative travelling arrangements must be made)

To help your child achieve good attendance please can you:

- ◆ Make sure your child arrives at school on time (8.40am)
- ◆ Phone or email school on the day your child is absent before 9:15am.
Telephone 0115 9521717 or email on office@pinewood.notts.sch.uk
- ◆ Discuss with school at the earliest opportunity any problems that are affecting your child's attendance.
- ◆ Do not let your child be off unless it is really necessary.
- ◆ Arrange medical/dental appointments outside school hours.
- ◆ Do not take holidays in term time - they can't be authorised.

Any child that the school has concerns about regarding their absence will be monitored for patterns of non-attendance. Any unauthorised attendance will be monitored-this includes holidays. If we do not know the reason for absence then a text, phone call or letter requesting the reason for absence will be sent out to parents/guardians. If there is no

improvement in attendance a referral to Targeted Support will be made. Please let us know each day why your child is off, as early as possible on that day.

Please don't be late

School begins at 8.40am and learning takes place straight away. Children need to be in school for registration by this time. Any child arriving late will need to go to the school main entrance with their parent/guardian so that a reason for lateness can be entered into the late book. This is the only way to enter the building so that school is not disrupted in any way. Please do not ask the class teacher or pupils to open any outside doors because it is important that we keep our school safe for everyone. If your child is late we have to record that in the registers and persistent lateness will need to be addressed.

Please work with us to help achieve great things for your children.

A message to the Pinewood children

We believe Pinewood is the best place to be! Every day we have so much fun and we all work together as a great big happy family.

Coming to school every day helps you to:

- make sure you don't miss important learning
- have better chances of getting a good job
- have fun with your friends and feel really happy

To do well in school:-

If something is upsetting you at school let your parent/guardian or teacher know. Don't stay at home worrying about it.

To help you to do this we will:-

- ✓ Make lessons exciting and fun and we will make sure that you learn lots.
- ✓ Make you feel loved and valued when you are here.



✓ Offer rewards for attendance:

- 1 child from each class who has 100% attendance that week will be drawn at random and will receive a special attendance sticker and pencil prize
- Each week if you come into school every day that week you will get a ticket for the half termly class prize draw. Therefore if you are in school every day 5 weeks out of a 7 week half term then you will get 5 tickets to enter in the prize drawer. If you are in school every day for 7 weeks then you will get 7 tickets! The winner in each class in the half termly prize drawer will receive a £10 Amazon voucher for you to buy yourself a treat!

- Each week we will also look at class attendance and we will reward the best class with a certificate and give them the school attendance trophy and 'It's cool to be in school' emoji cushion to display and cuddle in their classroom!



- Every week for each half term we will record the attendance in each class and give the gold award for 100% attendance (3 points), the silver award for 98%-99% (2 points) and the bronze award for 96-97% (1 point). The points will be added up near the end of the half term and the winning class can choose a class treat. This could be a box of chocolates to share in class, an extra playtime, cake, a play afternoon . . . you can decide!



3 points



2 points



1 point

- At the end of each full academic year the children who have had 100% attendance all year will receive a £10 Amazon voucher to buy themselves a treat.

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