



Springwood Federation, Springwood Avenue, Waterlooville, Hants, PO7 8ED  
 Executive Headteacher: Mrs J Livingstone  
 Infant Tel: 023 9226 2078 (option 1) Junior Tel: 023 9225 8011 (option 2)  
 Website: [www.springwoodfederation.co.uk](http://www.springwoodfederation.co.uk)

November 2023

Dear Parents/Carers,

Firstly, I understand that your child's school attendance is an emotive subject for many of you. It is a legal requirement to report on the school's attendance and attendance for groups of pupils and individuals where appropriate.

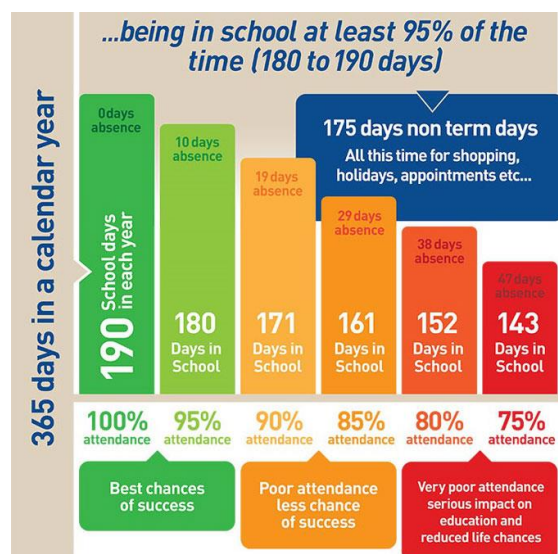
I also appreciate that children easily catch coughs and colds, current NHS guidance is it's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly. The NHS guidance on if your child should attend school is here:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school>

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Therefore, the school's target for 2023-24 is at least **95%**. The Infant School is currently only **93.2%** and the Junior School is only **94.7%**, we all have work together to see this increase. Every opportunity will be used to convey to you the importance of regular and punctual attendance.

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



## 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



**Hampshire**  
County Council

			years of lost learning
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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!

The Attendance Policy can be found on the school website:

<https://www.springwoodfederation.co.uk/policies/>

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

- Above 95% (National is 95%)
- Between 90-94.99%
- Between 80-89.99%
- Below 79.99%

Attendance	What will happen?
<b>&gt;95%</b>	Appropriate rewards given
<b>90-94.99%</b>	Mrs Johnson will give you phone call and advise you of your current percentage. She will ask you if everything is ok? Can the school help with anything to try and get you above 96%?
<b>80-89.99%</b>	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.
<b>79.99%</b>	A member of the leadership team will contact you and your case will likely be referred to the Attendance Legal Panel (ALP).

We will be celebrating good attendance collectively as a school, classes will have the opportunity to win the trophy! Children have advised they like stickers and badges so we will be awarding these to those that have earned them, along with certificates.

If your child's attendance is currently below 95%, please try and use the next half term to achieve a clear improvement. Remember, that we are always here to help too. Get in touch if you need some help with morning routines, bedtimes, motivation etc.

Kind Regards



**Mrs J Livingstone**  
**Executive Headteacher**