

# Donnington Wood CE Junior School

Leonard Close, Donnington, Telford, TF2 8BH Tel: 01952 386660

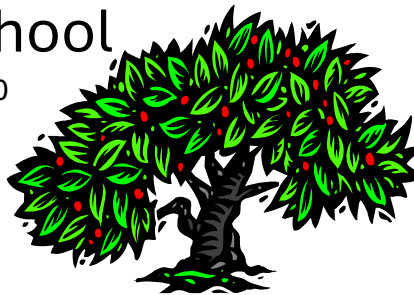
Headteacher: Mr. R. Fox

Deputy Head: Mr. J. Rawson

Assistant Head Curriculum: Mrs. F. Poyner

Assistant Head Inclusion: Miss. R. Ganderton

School Business Manager: Mrs. C. Bailey



*"The ones who plant and the ones who water work together as a team with the same purpose." 1 Corinthians 3:8*

## Dear Parents and Guardians,

We are pleased to share with you the attendance figures for the Autumn term. Our school has achieved an overall attendance rate of **94.3%**. Last term, we gave out a total of 45 100% certificates. Based on our understanding of what motivates our pupils, we conduct daily reviews of attendance, utilizing the "Top Table" at lunch as an incentive. Additionally, we perform weekly reviews, awarding children a 100% attendance sticker if they have attended school for the entire week. We appreciate your efforts in ensuring your child attends school regularly.

Here are some key figures for the Autumn term:

- Attendance for Autumn term: **94.3%**
- Whole school authorised absences: **1.63%**
- Whole school unauthorised absences: **4.07%**

Common authorised absence codes	Common unauthorised absence codes:
<ul style="list-style-type: none"><li>• <b>M:</b> Medical or dental appointments (73)</li><li>• <b>C:</b> Other authorised circumstances (61)</li><li>• <b>I:</b> Illness (1055)</li></ul>	<ul style="list-style-type: none"><li>• <b>O:</b> Unauthorised absence (48)</li><li>• <b>G:</b> Family holiday (52)</li><li>• <b>U:</b> Late after registration closed (162)</li></ul>

**Requesting Leave in Term Time:** We understand that there may be occasions when you need to request leave for your child during term time. Please be aware that any leave of absence must be requested in advance and can only be granted in exceptional circumstances.

**New Guidance on Holiday Penalty Notices:** As of August 19, 2024, new regulations have been introduced regarding unauthorised leave during term time. If a child has 10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period, a penalty notice will be issued. The fines are outlined in national policy (Working together to improve school attendance)

If you have any ideas about how we can continue to improve attendance here at Donnington Wood C of E Juniors please get in touch with us.



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If you have any questions or wish to look further into the school's attendance policy, term dates or leave in term time, please visit our school website:	We understand that from time to time there may be difficulties in getting your child to school. We are here to help and can offer support through our early help offer:
	

Thank you for your continued support.  
Kind regards,

Miss Ganderton

