

1 Why Attendance Matters

Children achieve their very best when they are in school every day.

Excellent attendance helps children to:

- ★ Make good progress in learning
- ★ Build friendships
- ★ Develop confidence
- ★ Feel happy and secure
- ★ Be ready for the next stage of education

Missing just **2 days** every month means missing nearly **4 weeks** of learning across a school year.



2 Our School Day



Gates Open 8:22am

This gives children time to come into school calmly, settle into class and get ready for the day ahead.



Learning Starts Immediately

From the moment children enter the classroom

Learning doesn't begin after registration—it starts as soon as children arrive. During early morning work, children:

- ★ Revisit key learning
- ★ Practise essential skills
- ★ Complete retrieval activities
- ★ Begin new learning to warm up the minds of our amazing learners

The register is taken whilst children are already engaged in meaningful learning, so arriving on time means children don't miss valuable opportunities to learn.



End of the School Day 2:55pm

Every minute of every day counts!

6 Top Table Rewards Be an Attendance HERO!

Children who arrive **ON TIME** every day have the chance to be invited to:

★ TOP TABLE ★



Children selected enjoy lunch on the special Top Table and may invite one friend to join them. Teachers also join the children to celebrate their excellent punctuality.

3 First Day Contact

If your child is unwell and unable to attend school:



Telephone the school office before 8:30am

01952 386660

Please let us know:

- ✓ The reason for your child's absence
- ✓ How long you expect them to be absent

If we haven't heard from you, we will contact you to ensure your child is safe.

Keeping us informed helps us safeguard every child.



4 Early Help & Attendance Support

We understand that sometimes families need support.

If attendance becomes difficult, we will work with you to help.

Support may include:

- ★ Meeting with school staff
- ★ Family support
- ★ Early Help referrals
- ★ Attendance plans
- ★ Signposting to other services



♥ We are here to help, not judge.

Please speak to us as early as possible if you need support.

5 Attendance Rewards

Weekly Attendance Trophy

Every week each class competes for the Attendance Trophy.

The class with the highest attendance receives the trophy during Celebration Assembly.



★ Every day really does make a difference! ★

7 Our Attendance Process

Our aim is to support every family. If attendance becomes a concern we will:

- 1 Monitor attendance
- 2 Contact parents to discuss concerns
- 3 Offer support and guidance
- 4 Meet together to agree next steps
- 5 Review progress

Where attendance does not improve despite support, the Local Authority attendance procedures may be followed.



Working together early gives children the best chance of success.

8 Need More Information?

Scan the QR Code

- ★ Attendance Policy
- ★ Absence Procedures
- ★ Leave of Absence Information
- ★ School Website



<https://donningtonwood.com/portfolio/attendance-and-admission/>

Together We Can Achieve Our Attendance Target

96% Attendance

- ✓ Every Day Matters
- ✓ Every Lesson Counts
- ✓ Every Child Can Succeed