



The Winchcombe School

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Achieve, Believe, Care

30th March 2021

Dear Parents/Carers

I just want to reaffirm our procedures to ensure that all pupils are at school all the time. There is a huge amount of research about the importance of pupils' attendance and the effect it has on their progress across the whole curriculum. We are desperate to help ensure that every child improves, especially now. As a parent, I do know how challenging it can be to get children to school, let alone during this pandemic and our latest return to school. Up until the spring holidays we have understood individual circumstances and done all we can to accommodate them.

After the holidays, if a child is absent from school and we have not been informed of the reason why by 9.30 am, the following procedure will apply.

Stage 1: The school office will contact parents/carers to chase daily absences and record on our system.

Stage 2: The school office will look at pupils that fall below 95%. We will judge this on a case by case basis to see if there are mitigating circumstances. A Letter will be written to parents and a family support worker will be in contact with you.

Stage 3: The school office will look at pupils that fall below 90% We will judge this on a case by case basis to see if there are mitigating circumstances. A letter will be written to parents and a member of the SLT will be in contact with you to arrange a meeting.

Stage 4: The office will identify pupils that fall below 85% (dependent on circumstance) - letters are written to parents and the West Berkshire Educational Welfare Officer will become involved.

Please note that once attendance drops below 80%, no authorised absence will be given unless there is medical evidence.

Thank you again for your on-going co-operation and understanding,

Yours sincerely

Neil Pilsworth
Headteacher

