



Winshill Village Primary School

Brough Road
Winshill
Burton-on-Trent
DE15 0DH

Headteacher: Mrs L Howard
Tel: 01283 247570
Email: win-office@win.jtmat.co.uk
Website: www.winshillvillage.org.uk

Attendance Matters – Working Together for a Successful Year

Dear Parents and Carers,

A very warm welcome back to Winshill Village Primary and Nursery School. We hope you have had an enjoyable summer and are looking forward to the year ahead.

At Winshill Village, we want every child to thrive. Regular attendance and good punctuality are essential to children's learning, wellbeing, friendships and wider development.

Our expectation is simple: **every child should attend school every day and arrive on time, unless there is a valid reason for absence.**

Every School Day Matters

There are **190 school days** each year, and even small amounts of absence can quickly add up.

Attendance	Approx. Days Absent	Approx. Learning Missed
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks

Punctuality matters too. Arriving just 10 minutes late each day can mean around 6 days of teaching time lost over a year.

Every day matters. Every minute matters.

Absence and Illness

If your child is too unwell to attend school, please contact us as early as possible on the first day of absence and on each subsequent day, explaining the reason for their absence.

Where illness absence becomes frequent or prolonged, or where we have genuine and reasonable concerns about the reason for absence, we may ask for supporting medical evidence. This does not need to be a paid GP letter and could include an appointment card, prescription, NHS App information or other appropriate medical documentation.

Medical and Dental Appointments

Please arrange medical and dental appointments outside the school day wherever reasonably possible.

Where an appointment must take place during school hours, please inform us in advance and provide evidence of the appointment, such as an appointment card or letter, prescription or information from the NHS App.

Children should attend school before the appointment and/or return afterwards wherever possible so that they miss as little learning as possible.

Home Visits

As part of our attendance and safeguarding procedures, school may carry out a home visit at any point during an absence where there are concerns about a child's attendance or welfare, or where we have been unable to contact the family.

Where a child has been absent for more than four consecutive school days due to reported illness and we have reason to believe the absence may be unauthorised term-time leave, we may request medical evidence, carry out a home visit and take further action where appropriate.

"Winshill Village: A Place to Dream Big and Learn Without Limits"

Discover Respect Effort Aspiration Mindfulness
Belonging Independent Growth

Home visits help us to safeguard children, understand absence and offer support to families.

Holidays and Leave During Term Time

Holidays during term time will not be authorised. Leave of absence may only be requested in exceptional circumstances and requests should be made using the school's Leave of Absence Request Form at least two weeks in advance. Unauthorised absence may result in a request to the Local Authority for a Penalty Notice.

We Are Here to Help

Mrs Frend, our School Strategic Lead for Attendance, oversees attendance and punctuality across the school. She works closely with children, families and staff to identify concerns early and ensure appropriate support is available. We understand that attendance can sometimes be difficult because of health needs, anxiety, SEND, circumstances at home or issues in school. Please talk to us early if your child is struggling to attend. Mrs Frend and the wider school team will work with you to understand any barriers and agree appropriate support.

Parent/Carer Guide to Attendance 2026–2027

Alongside this letter, we are sharing our Parent(s)/Carer(s) Guide – Working Together to Improve School Attendance. Please take a few minutes to read and keep the guide. It explains:

- what to do when your child is absent or unwell;
- medical appointments and leave of absence;
- your responsibilities around attendance;
- what to do if your child is struggling to attend; and
- the support available from school and other services.

Working Together

Please help us by ensuring your child attends every day and arrives on time, reporting absences promptly, avoiding term-time holidays and contacting us early if you need support.

Throughout the year, Mrs Frend will monitor attendance and punctuality. Where we have concerns, we will contact you so that we can understand what is happening and work together to support your child.

Thank you for your continued support. By working together, we can give every child the best opportunity to enjoy school, achieve their potential and have a successful year.

Yours sincerely,

L. Howard

Mrs L Howard
Headteacher

“Winshill Village: A Place to Dream Big and Learn Without Limits”

Discover Respect Effort Aspiration Mindfulness
Belonging Independent Growth