



December 2025

Dear Parents/Carers,

Following on from our update in October, our school attendance for this academic year is still showing as 97.1% and is therefore being maintained as we come towards the end of our first full term. This now places us in 1<sup>st</sup> place across all schools in our Trust and well above the national average of 95.8% so THANK YOU, THANK YOU, THANK YOU!



This year, we have also seen a significant reduction in children classed as 'persistently absent' (attendance below 90%) and we are now well below the national average so this is just incredible and we're absolutely delighted!!! THANK YOU!

We have now added our attendance and absence routines and reminders to the school website, which can be found here - <https://leebrigginfants.org/attendanceatleebrigg/>

You'll also find below our '*Attendance Essentials for Parents/Carers*' which can also be found on the website, too.

Once again, thank you for your ongoing support for your child and ensuring they attend school every day in order to receive their full educational entitlement. We value our special working partnership and do not take it for granted!

As is the case with all aspects of school life, here at Lee Brigg, if you need any help or support with your child's attendance – we're here for you!

Many thanks for your continued support.

Mr Welsh  
Executive Headteacher

Miss Kilkenny  
Head of School

## **Attendance Essentials for Parents**

At Waterton Academy Trust we believe that good attendance underpins every child's ability to learn, make friends and achieve their best. Every school within our Trust follows the Waterton Attendance Policy and develops its own Attendance Strategy to reflect its unique community, routines and support systems.

At Lee Brigg Infant & Nursery School, we believe that every day in school counts. Good attendance supports learning, wellbeing, and long-term success. At Lee Brigg Infant & Nursery School, we know that the best way to help children succeed is by working with parents and carers. We value the strong relationships we build with families and believe that good communication, trust and teamwork make a real difference. Together we can celebrate achievements, spot any worries early, and make sure every child feels happy, supported and ready to learn.

This document sets out what parents at Lee Brigg Infant & Nursery School, we need to know at a glance to support good attendance in line with the Waterton Academy Trust Attendance Policy and Tiered Approach to attendance. It also explains how Lee Brigg Infant & Nursery School, promotes excellent attendance, celebrates success, and works with families where attendance becomes a concern through the Tiered Approach to attendance.

### **Working With Parents**

We want every child to attend school at least 96% of the time, as this gives them the best chance to learn and succeed.

- If attendance drops below 95%, we will contact you to talk through any concerns and offer support so improvements can be made.
- The government defines Persistent Absence as attendance below 90%. At this stage, children miss a significant amount of learning, and we work closely with families to address barriers and put plans in place.

Our tiered approach to attendance shows how we support all families – from celebrating good attendance, to offering extra help when attendance begins to fall, through to more intensive support where it is needed most.

### **The School Day**

The law states that children should arrive at school on time, every day. Each school day has two sessions. The register is taken at the start of the morning session and again at the start of the afternoon session. Pupils attend school for 380 sessions or 190 days during a school year.

For Reception, Year 1 & Year 2:

- 8:45am - The start of the school day. Doors open to pupils at 8:40am and the registration period begins.
- 8:50am - Registration period closes. All external classroom and cloakroom doors are secured and lessons begin.

For Nursery, sessions begin at 8:30am or 12:30pm.

### **Late Arrivals**

Late arrivals affect learning and progress and may also disrupt classroom routines for the class as well as the late pupil.

- Arrivals after 8:50am enter the school through the main door and report to the school office. Parents are required to record the time of arrival and reason for lateness.
- Pupils who arrive late, but before the register has closed (9am) will be recorded as L in the register. This is counted as a present mark but shows lateness.

- Pupils who arrive late after the register has closed (after 9am) will be coded as U (unauthorised) in the register. This is counted as an unauthorised absence.

### Absence from School

If your child is too unwell to attend school, parents must notify the school by 9:30am on the first day of absence, clearly stating the reason. This can be done by telephoning school - 01924 967609 – choosing option 1 to leave a voicemail on the absence line or emailing the school office: [leebriggadmin@watertonacademytrust.org](mailto:leebriggadmin@watertonacademytrust.org)

Any unexplained absence will be treated as a possible safeguarding concern.

If your child is absent from school without a reason, a member of our team will contact you by phone call at the start of the school day. If we are unable to contact you by 9:30am, in line with our Safeguarding Policy, we will follow up various methods of communication, including telephone calls, text messages and home visits, to establish the reason for your child's absence. (For Nursery, we would make contact by 9am or 1pm).

If we are unable to make contact by 9:45am-10am, we will follow up with a possible home visit or referral if concerns remain.



### Celebrating and Promoting Attendance at Lee Brigg

***At Lee Brigg, we aim for 'intrinsic rewards' when it comes to attendance. It's our relationship, support and work with our families, as the adults, which are most important as our children, at such a young age, have no control over whether they attend school or not.***

- ✓ Attendance is shared on the Head of School's Weekly Newsletter, which is broken down into:
  - ✓ Whole school attendance for the week, compared to the school target
  - ✓ Individual class attendance scores
  - ✓ Attendance of the 4 'schoolhouses'
- ✓ Regular 'posts' on the school social media accounts
- ✓ Half-termly report updates to parents/carers via the My Child at School app
- ✓ 'Star in the Jar' – is a visual, whole-class positive reinforcement system used in classrooms to reward children when achieving the collective goal of 100% class attendance.

**For attendance questions and support contact: Miss Kilkenny (Head of School) on 01924 967609**