

There is a clear link between attendance and achievement. Regular attendance is the most important factor in children reaching their potential.

This leaflet is given to you so that you will understand what is expected of you regarding your child's attendance and punctuality. Please read it carefully and ask a member of the Senior Leadership Team if you have any queries.

M. Jones. January 2016

USEFUL CONTACTS

HEADTEACHER:

MRS MARION JONES

DESIGNATED SENIOR MEMBERS OF
STAFF WITH RESPONSIBILIUTY FOR
ATTENDANCE

MRS J. HEMMING

SAFEGUARDING GOVERNOR:

MR S WELBURN

**Wootton
Wawen CE
Primary
School**

**Attendance and Punctuality
Advice for Parents and Carers.
January 2016**

Attendance

Learning builds from day to day, important stages of their learning are missed and it can be difficult for them to pick up when they return.

Holidays during term time.

Before requesting holidays during term time...please **stop and think!**

Taking holidays during term time adversely affects your child's learning and achievement.

Head Teachers are not allowed to grant any leave of absence unless they consider that they are exceptional circumstances relating to the application.

All applications **MUST** be made in advance, with 6 weeks notice.

Late for school...

The start of the day is most important for ensuring that the children are ready to learn.

School opens at 8:45am and closes for registration at 8:55am. If your child arrives after this time they will be recorded as being late. Minutes late will be calculated over a period of 4 weeks.

Solutions...

What should you do..

Ensure your child attends school every day and arrives on time.

Call the office and leave a message to explain why your child is absent.

Try to make medical appointments outside school hours where ever possible.

Talk to your child about the importance of attendance and punctuality.

Support us in our work to improve attendance and punctuality.

Attendance process

Every four weeks, your child's attendance is measured against the following criteria and appropriate action is taken.

100% attendance celebrated

97% school target

95%-97% school average

94%-95% monitor attendance

90%-93% letter home

85% - 90 % below average-letter home-Persistent Absence (school target 2.5%)

Below 85%-well below average-letter home, meeting to discuss strategies and support to improve attendance. **Failure to improve attendance will result in referral to external agencies and possible legal action.**