

WALES PRIMARY SCHOOL



# ATTENDANCE INFORMATION LEAFLET

A Parent's Guide

(September 2023)

## **AIMS OF THIS INFORMATION LEAFLET**

- To increase attendance throughout the school
- To improve punctuality
- To promote the need for your child's regular school attendance

### **Wales Primary School Attendance Key Facts:**

Last year, overall whole school attendance was **94%** (up from 93% the previous year).

Wales Primary School's attendance target is **96%**.

Although our attendance has increased by 1% from 2021-2022, our aim is to see attendance increase to pre-covid levels and reach our target of 96%. To achieve this, we need the support of every family.

### **Attendance Impact on Pupil Progress**

The following table indicates how school attendance can affect your child's learning and future progress:

<b>At least 96%</b>	<b>7 days of absence or less: Pupils with this attendance should make the best progress during the school year.</b>
<b>90%</b>	<b>19 days absence throughout the year: Pupils with this attendance fall in to the persistent absentee category. They are missing a month of school per year and are likely to fall behind making it difficult for them to achieve their best.</b>
<b>80%</b>	<b>Pupils with this attendance are missing a day for every week of school throughout the year. It will be almost impossible to keep up with the work and they will not reach their potential.</b>

## Why is every day so important for EVERY child?

### *Going to school every day means:*

- A better understanding of a challenging primary curriculum
- Better life chances and opportunities
- Taking part in exciting learning opportunities
- Developing excellent attitudes to learning, social skills and lasting friendships
- Being able to fulfil their potential

## How can I help my child?

- Making sure your child arrives on time every day so they are ready for the day's learning
- Make medical or dental appointments outside of school hours where possible
  - Ensure that, wherever possible, holidays are booked during the school holidays. If this is unavoidable, you must request an **absence request form** from the school office at least 4 weeks before the planned holiday
- Our Attendance Policy states that penalty notices may be issued to parents who choose to remove their child from school to take a family holiday; discretion may be given where attendance during the previous 2 terms has been above 96%. Term time holidays will only be authorised in exceptional circumstances at the discretion of the headteacher.

## Being on time – new time from September 2023

- The school gates open at 8:30am and the building doors are opened at **8.40 am**
- Registration will take place at **8.45 am** when the building doors will be closed
- If you do arrive late, it is your responsibility to bring your child into the school office so your child can be marked as present - this will incur a late mark

### What do I do if my child is unwell?

Contact the school office on 01909 770236 to inform us of your child's absence and the reason for this before 8.45 am

If we have not heard from you or if we do not have a reason for absence:

You will receive a phone call from the school office to find out why your child is absent from school. If school is not given an acceptable reason for the absence, then the absence will be marked unauthorised. You will then need to inform school each subsequent day your child is off school.

### What do I do if my child has an unavoidable medical appointment?

We understand that certain appointments are unavoidable. If you need to take your child to an appointment during school hours, you will need to provide evidence of the appointment which can be done via email or bringing a letter to the school office.

This could also be done by showing the office staff a text message. If the appointment is within the school day, your child will need to be signed out at the school office and signed back in again when they return.

### What to expect if my child's attendance and/or punctuality becomes a concern

- Attendance and punctuality will be monitored weekly by our Attendance Officer alongside the headteacher.
- If there are any concerns about your child's attendance (especially if this is lower than 90% -persistent absence) or punctuality (more than 5 late marks in a half term), you may receive a letter from the headteacher expressing school's concerns. If attendance and/or punctuality does not improve, you may be invited in to school for a meeting in order to support you to improve it. If your child's attendance does not improve, then you may receive a fixed penalty notice.

### Attendance Rewards



Each week the class with the highest attendance will be announced in assembly with the winning class having the attendance trophy for the week. Children whose attendance is 96% or more will receive a certificate at the end of every term.

Children whose attendance is 100% at the end of a term will receive a special certificate and a prize along with an email home.