



Woodlea Primary School

Attendance leaflet for parents



This leaflet is designed to help parents understand how we support children and their families at Woodlea, to get the **highest possible levels of attendance and punctuality**.

We want to ensure that **all children** have **full and equal access** to the best education that we can offer in order **to increase learning**.

We also want to enable **all children** to **progress smoothly, confidently and with continuity through our school**.

Finally, we want to make parents / carers aware of their legal responsibilities.

At Woodlea Primary School, we work hard to build effective home school links and believe that working in partnership is vital. We do understand that sometimes absence from school is unavoidable due to medical or personal reasons. We would like to work together so that we can ensure that your child's absence does not go below **96%**.

Woodlea Primary Schools Guide to Attendance

School education lays the vital foundations of a child's life. It has been proved that regular non-attendance can severely impede academic and social development.

At Woodlea, we aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education, it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.



As a parent or carer it is your **lawful duty** to ensure that your child regularly attends school.

- *Your child may not learn enough to succeed in life.*
- *Your child may struggle to build and maintain friendships as children choose friends who are regularly at school.*
- *School may end up completing an attendance legal panel referral form.*
- *You could face legal proceedings and criminal prosecution, which may result in fines, a criminal record or even imprisonment.*



- School gates open **8:30am**
- School starts **8:50am** – This is when the register is done and when learning begins
- If your child arrives between **9:00 – 9:05am** they will get a late mark
- If your child arrives after **9:06am** they will get their attendance marked but it will go down as an unauthorised absence for that morning session
- Home time for all classes is **3:15pm**

School Attendance Matters

When a child arrives late:

- It interrupts concentration.
- It wastes valuable learning time.
- The teacher repeats information / instructions whilst others have to wait.
- The late child is at an immediate disadvantage because they may have missed important teaching points, missed discussions where ideas are shared and will be generally unsettled.

Examples of Authorised Absences:

- Genuine illness of the pupil
- Hospital / dental appointment for the pupil (where possible we would encourage you to try and make these for either after school hours or in school holidays).
- Death of a near relative
- Religious observance (Faith of the parent / carer)

Examples of Unauthorised Absence:

- Sickness of a parent or other family member
- Inadequate clothing for school
- Child being used as a carer
- Problems with transport
- Non urgent medical treatment – eg. dental check-up, doctors' appointments for minor ailments (these should be made after 3pm when school finishes).
- School refusal or truancy
- A birthday treat or shopping trip
- Family holiday

Whenever a child is absent from school, the parent / carer should:

- Contact the school **before 9:20am** on the first day of absence.
- Where possible let the school know in advance of any planned absences e.g. hospital appointments – appointment cards / text messages must be shown to Mrs Knibbs.
- Where possible make medical / dental appointments out of school hours.
- Truancy text will be sent out between **9:30 – 9:40am** with a follow up phone call by **10:30am** if we still have not heard from parents.
- Home visits by a member of leadership will take place if we have no contact.

The table below describes how we categorise attendance.

	RED	AMBER	GREEN	EMERALD	GOLD
Category of attendance	Significantly below expectations	Below expectations	OK attendance	Good expectations	Perfect attendance
Percentage	90% or less	90.1% - 95.9%	96% - 97.9%	98% - 98.9%	99% +
Actions	Red letters will be sent home to invite you in for a meeting with the head teacher.	Amber letter will be sent home warning you of the low attendance.	Certificates to be sent home.	Certificates to be sent home.	Certificates to be sent home.

Children can also earn a Golden Ticket each week, if their attendance has been 100% - this goes into a weekly draw for a chance to win one of 6 places on the head teachers golden table for lunch on a Friday.

Weekly attendance is also displayed in the school hall to show what each class has got that week.

