
WOOTTON LOWER SCHOOL

Bedford Road, Wootton
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Deputy Head: Mrs Wendy Burnett B.A. (Hons) and Mrs Leanne Grove B.A. (Hons)

25th January 2018

Dear Parent/Carer

The Importance of Good School Attendance

I would like to remind you about the importance of good school attendance and punctuality.

As a school we take attendance very seriously. Every missed lesson means a child academically falling behind. Unsurprisingly, research shows that children with better school attendance achieve better outcomes. There are 175 non -school days per year for holidays, cultural experiences and family time. It may be useful for you to know the implications of your child's attendance figures.

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| Above 98% | Excellent Attendance. Less than 3 days absence in an academic year. |
| 96% | Good Attendance Less than 9 days absence in an academic year. Wootton Lower School attendance target for all children is 96% |
| 90% | Persistent Absentee/low attendance 19 days absence in an academic year. Children will have missed 90 lessons. Children with 90% or below are classed as being persistently absent from school and parents of children with this level of attendance may be issued with a Penalty Notice from the Local Authority. |
| Below 90% | Cause for concern Without good reason for absence, court process can begin to take place |

Reporting an absence

- All absences must be reported before 10am each day by notifying the school office
- If you know your child is going to be absent, please let us know in advance
- Unexplained absences will be unauthorised by the school
- Absences of 5 or more days must be supported by medical evidence.
- Absences of 5 or more days without supporting evidence will not be authorised.
- Holidays during term time will not be authorised
- Any unauthorised absence may be subject to a Penalty Notice from the Local Authority

Please note we operate a 48 hour policy if your child is sick or has diarrhoea. You need to keep your child at home for 48 hours after the last symptoms.

Examples of authorised absence

- Hospital or Orthodontist appointment (you may be required to provide evidence)
- Reported illness of less than 4 days (unless medical evidence has been requested)
- Illness of 5 or more days with medical evidence
- Doctor/dentist appointment (you may be asked to provide evidence) Please try to make appointments outside of school hours where possible.

Examples of unauthorised absence

- Leave of absence not approved by school
- Absence not reported on the day or supported by written explanation upon return
- Absence of 5 or more days without medical evidence if requested
- Arriving late after the registers have closed.

Examples of medical evidence

- Medical appointment card confirming attendance
- Medical appointment letter
- Copy of prescription showing name and date
- Prescribed medication with pharmacy label showing name and date
- Hospital discharge letter.

Please help your child maintain good school attendance by booking all medical appointments outside school hours wherever possible. You may be asked for a copy of an appointment card/letter.

Your child should come to school every day.

- Receiving a good full time education gives your child the best possible start in life
- Excellent attendance and punctuality is encouraged and rewarded
- If your child has to miss school, you must contact the school office as soon as possible and by 10am at the latest on each day of absence.

Our **Attendance Team** monitors attendance very closely and will liaise with parents who need advice and support. Please contact the school office if you wish to discuss any issues relating to attendance and your child.

The Law, Penalty Notices and Fines

- Parents of children between 5 and 16 years of age are legally bound to ensure their child receives an appropriate full time education; i.e. regular attendance at school
- Penalty notices can be issued to parents of children who have had unauthorised absences of 5 or more days within a 12 week period and who have not co-operated with the Education Welfare Service. The fine attached to a penalty notice

is **£60** if paid within 21 days, rising to **£120** thereafter. Each parent may receive a penalty notice.

Holidays During Term Time

Please contact the school office for an application form for leave of absence no less than 4 weeks prior to the period of leave requested.

It is important to inform the school of any holidays, as we will try to contact you if your child is not in school. If we cannot make contact, and in line with our safeguarding procedures, we will liaise with the Education Welfare Officer and make a 'child missing in education' referral.

We carry out regular checks of our registers and identify any unauthorised absences and high numbers of sickness absences. We may contact you to discuss your child's absence, and where unauthorised absences are concerned, will decide whether a Penalty Notice is appropriate.

Lateness

Arriving late to school is very disruptive for your child, their classmates and their teacher.

- Children who are late miss vital input from their teachers.
- If you know your child is going to be late please notify the school office. You may be asked for evidence if the lateness is due to an appointment

Children at Bedford Road can be dropped off between 8.45 and 9.00. A 'late' mark will be given if your child arrives after the registers have closed. If your child arrives after 9.30 they will receive a 'U' in the register which is equivalent to an unauthorised absence

Children at Harris Way can be dropped off between 8.35 and 8.45. A 'late' mark will be given if your child arrives after the registers have closed. If your child arrives after 9.15 they will receive a 'U' in the register which is equivalent to an unauthorised absence.

If your child is late to school please ensure you fill in the 'late' book in the school office, stating the reason for the lateness.

Please do not hesitate to contact the school if you need any further information or support regarding your child's attendance.

Thank you for your continued support.

Mr Chris Tavener
Head Teacher.