

**WEOBLEY PRIMARY SCHOOL
WEOBLEY
HEREFORD
HR4 8ST**



**Telephone: 01544 318273
Fax: 01544 318896
Email: admin@weobley-pri.hereford.sch.uk**

**Headteacher
Miss C. Elsey MA (Hons), PGCE, NPQH**

February 2016

Dear Parents,

Attendance Reminder

Poor attendance has a detrimental impact on pupils learning and over a 5 year period a pupil whose attendance is 90% will have missed half of a school year. The DFE have recognised this and are now asking schools to report figures for pupils whose attendance is 90% and below whereas previously it was 85% and below. This has meant schools have had to amend their procedures for monitoring and informing parents to ensure school attendance is at the appropriate level. Attendance below 90% is considered PERSISTENT ABSENCE.

It is essential you contact school by 9am so that we know your children are safe and that there is a genuine reason for absence. The Head teacher decides if the absences are authorised or unauthorised and you may be asked to provide medical evidence to support any absences.

Often a child will wake up in the morning saying that they feel unwell but soon brighten up as the day continues. Whilst we do encourage children to come to school even if they 'feel a little unwell' we do not want any child who is genuinely ill or contagious to come to school. Always try and send your children to school if they are a little 'under the weather' for example with a runny nose, head-ache or tummy ache. Please only keep them at home if it is **absolutely** necessary. The school will always contact you if your child is unwell which is why it is vitally important that we have your correct contact details.

If your child has an appointment during school hours, please bring them to school either before their appointment or afterwards. There is no need for your child to miss a whole day of learning. Please also provide office staff with proof of the appointment for this to be authorised.

You may be invited to discuss how school and the Education Welfare Officer can support you if your child's attendance is a concern. If school decide that any absences are unauthorised you will be notified in writing which may result in legal proceedings.

Please contact school if you have any other questions.

Yours sincerely,

Caroline Elsey

Caroline Elsey
Headteacher

