

Attendance at Weobley Primary School
Information for Parents / Carers
“EVERY SCHOOL DAY COUNTS”

As a school we aim to:

- Maintain an attendance rate of a *minimum* of 96%
- Maintain parents' and pupils' awareness of the importance of regular attendance

Good attendance is important because:

- Statistics show a direct link between **under-achievement** and **poor attendance**
- Regular attendance helps make better progress, both socially and academically
- Regular attendance makes school routines and school work easier to cope with
- Regular attendance helps to make a more positive transfer to secondary school

Positive Attendance at Weobley Primary:

- At Weobley Primary we encourage every child to attend school every day
- We celebrate the class who achieve the highest weekly attendance and the class then look after “Arthur” the bear for the week. Attendance information is published on our school newsletters.
- Termly certificates are given to children who have attended every day for a whole term.
- At the end of the academic year children who have had 100% attendance are rewarded with a Positive Attendance Certificate.

As a parent you can help us by:

- Ringing on the first morning of all absences with the reason and indicating when the child may return. Absences can also be emailed to:
admin@weobley-pri.hereford.sch.uk
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Sending in a note explaining the reason for absence on your child's return to school after an illness
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness
- Keeping the school updated of any changes of address or telephone number

We shall:

- Make a call to establish absence on the first day if no reason is received
- Follow up unexplained absences by phone calls and letters as soon as possible requesting reasons for absence
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school prospectus and the Home-School agreement
- Publish our attendance rates in the school newsletter
- Acknowledge and reward good attendance in school newsletters

- Publish your child's attendance rate on her/his annual school report
- Let you know if we have concerns regarding your child's attendance
- If we continue to have concerns we will make a referral to the Education Welfare Service, who visit the school regularly to review and support attendance matters

Authorised Absence

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance.

We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

Unauthorised Absence

There are times when children are absent for reasons, which are **not** permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting for a delivery
- Parents or other siblings illness
- Car break down / no money for petrol.
- Going shopping or for a hair cut
- Going for a family day out
- Because it is your child's birthday
- Sleeping in after a late night
- Unauthorised absence to take cheaper holidays
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
- Unauthorised Absences have to be reported to the Local Authority. The Education Welfare Service may contact you and consider taking legal action against you if your child has unauthorised absences.

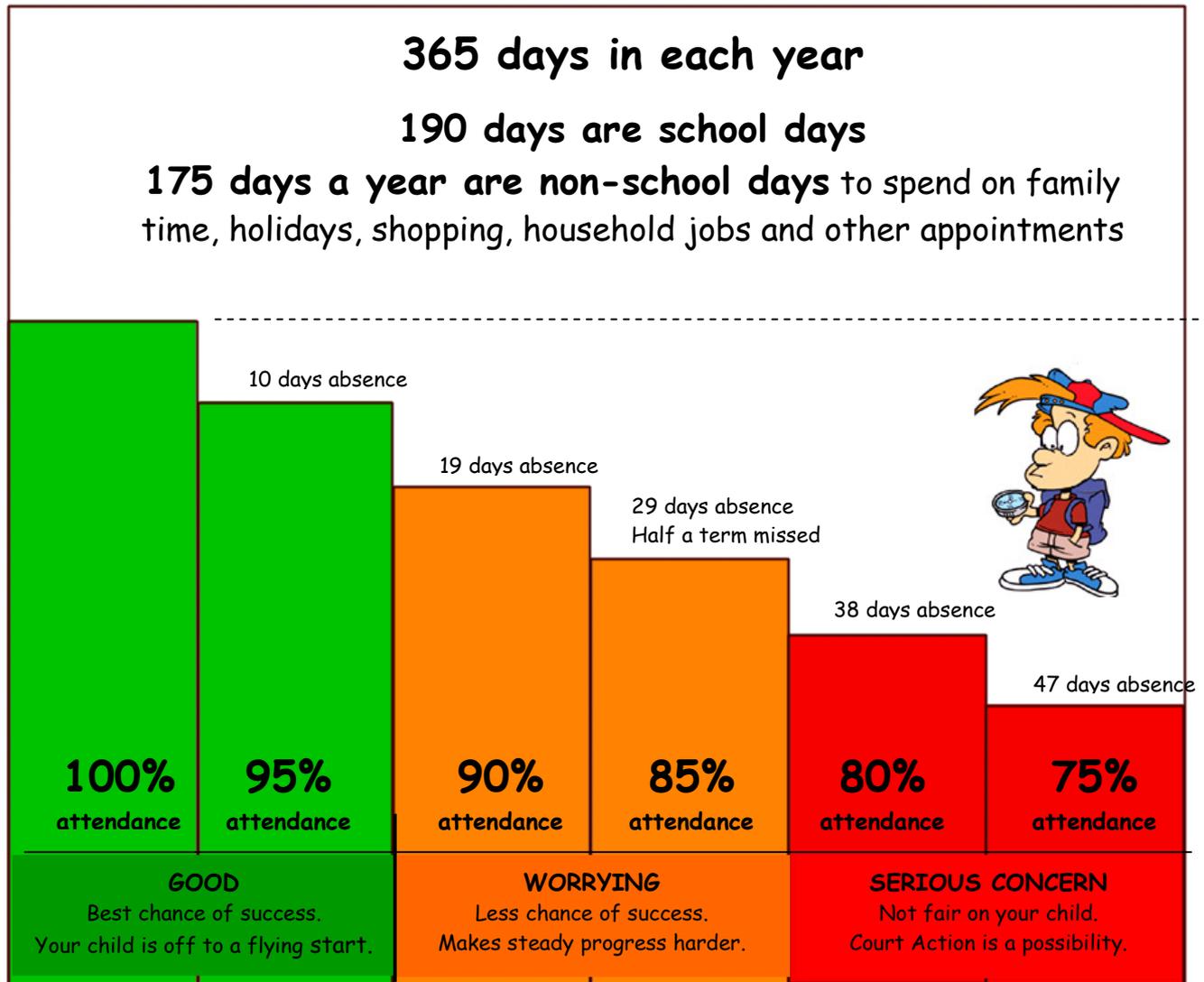
Punctuality

- Morning registration is at **9am**. This is the time your child must be in the line in the playground so you need to ensure your child is coming through the school gate by **8.55am** at the latest.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- If your child misses this short but vital session, their work for the whole day may be affected.
- Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents.
- Arrival after the close of registration will be marked as unauthorised absence in line with the DFE guidance.
- We will let you know if we have concerns about your child's punctuality.
- Children who remain uncollected at the end of the school day will be referred to a place of safety, parents or carers being contacted as soon as possible.

IMPACT OF LOW ATTENDANCE

Days off school add up to lost learning.

Did you know that an attendance of **85%** each year means that **1 whole year** of primary education is missed?



- Please don't let your child miss out on the education they deserve.