

HOLIDAY ABSENCE

There are 365 days in a calendar year. Your child is expected to attend just 190 days *AT SCHOOL*.

This means there are 175 non-school days for holidays, birthday treats, special events with families, and non-urgent appointments.

THE SCHOOL IS NOT ABLE TO AUTHORISE ANY HOLIDAYS.

REMEMBER

- School is open from 8.30am each morning.
- Registration is at 8.45 a.m. and 1.00p.m.
- Registers close at 8.55 a.m. and 1.05p.m.
- Children arriving between 8.45-8.55 and 1.00-1.05pm are marked as late
- Children arriving after 8.55am and 1.05pm are **late and receive an unauthorized absence mark in the register.**
- Please contact the school each day by 9.00 a.m. If your child is unwell. Contact details are shown below.

CONTACT US ON

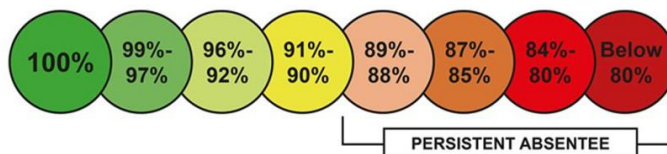
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ATTENDANCE MATTERS

On Time: First Time, Every Time



Which CIRCLE are you in?

Any absence below 90% is considered as **Persistent Absence**. This means your child is missing out on their curriculum entitlement and key aspects of learning.

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days Absence 1 week & 4 days of learning missed	Satisfactory
90% Attendance	19 Days Absence 3 weeks & 4 days of learning missed	Poor
85% Attendance	28 Days Absence 5 weeks & 3 days of learning missed	Very Poor
80% Attendance	38 Days Absence 7 weeks & 3 days of learning missed	Unacceptable
75% Attendance	46 Days Absence 9 weeks & 1 day of learning missed	Unacceptable

Westwood Primary School

&

Grove Primary School



ATTENDANCE



Attendance Matters

Every student. Every day.

INFORMATION FOR PARENTS AND CARERS

Westwood Primary and Grove Primary promote good attendance. Children of school-age who are on roll at a school must, by law, attend that school regularly and punctually.

Regular attendance is important, not just because the law requires it but also because it is the best way of ensuring children make the most of the educational opportunities available to them.

The Department for Education has published clear guidelines relating to school attendance.

[School attendance guidance May 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/531112/school-attendance-guidance-may-2022.pdf)

When a child is absent from school, he or she misses not only the teaching provided on the days when absent, but is also less prepared for the lessons on their return. This will lead to a risk of underachievement, which staff and parents will both wish to avoid.

There may be occasions when a child has to miss school e.g. if unwell. Parents should contact the school by 9.00 a.m. on the first and each subsequent day of absence. Reasons for non-attendance must be supplied and medical evidence may be requested.

WHAT THE LAW SAYS...

The regulations make it clear that parents **do not** have any automatic right or entitlement to take a child out of school. It is likely that in most cases Headteachers will be unable to authorise the absence.

The regulations state Headteachers cannot grant a leave of absence to a pupil except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application.

REQUESTING LEAVE OF ABSENCE

Absence from school will only be authorised in **exceptional circumstances** e.g. close family bereavements. Family holidays are not exceptional circumstances and it is unlikely that any requests for this purpose will be authorised.

Any requests must be made in writing at least seven days prior to the proposed absence. The school office has a form that must be completed. Reasons must be detailed and evidence may be requested.

Attendance Matters



GOOD ATTENDANCE

Attendance is monitored each week and lateness or absence followed up each day.

If your child's attendance falls below 90% this is a concern.

This may result in:

- Red/Amber/Green Letters
- Meeting with Head of School
- Fixed Penalty Notice Fine
- Fixed Penalty Notice Holiday Fine
- Legal prosecution
- CAF referral to the Integrated Team.
- Referral to Children and Young People Services.

UNAUTHORISED ABSENCE

Any absence which has not been authorised by the school may be referred to the Education Welfare (Attendance) Service .

This may result in the issue of a Fixed Penalty Notice or prosecution proceedings.

A Fixed Penalty Notice will be issued to each parent of each child of statutory school age and carries a maximum penalty of £120 (e.g. two parents with two children could incur a total cost of £480.)

If the matter proceeds to court this carries a maximum penalty of £1,000 per parent per child and a criminal conviction, which may affect your current and/or future employment.