

ATTENDANCE NEWSLETTER



DEAR PARENTS,



School attendance is really important and is one of our statutory duties - we would like to thank you for supporting our drive to improve absence rates at Westover. We hope you find the information below useful.

REPORTING ABSENCE

1st Days Absence:

- Contact us as soon as possible on the first day of absence (before 9am).
- If contact is not made by the parent/carer, then the school will phone, email and/or text the contacts listed for this child to endeavour to make contact.
- If we are unable to make contact or ascertain sufficient reason for absence, the Attendance Leader or SLT will make a home visit.

Absences that continue on to day 3:

- If by day three your child is still unwell, it is useful to check-in with our admin team. Stating what issues/illnesses your child is facing so that we can be aware of any concerns around your child to ensure a smooth return to school when they are better.

HOLIDAYS

Leave of absence in term time is only authorised in exceptional circumstances. This means that family holidays are not authorised.

Taking unauthorised leave in term time is reported to the School Attendance Team for consideration of a penalty notice.

If a child's attendance drops below 90% regardless of reasons, parents are at risk of legal action. These children are also classed as persistent absentee, which is detrimental to their educational progress.

We know it is tempting to take holidays in term time, when the prices are so much cheaper, but we really encourage you to keep your child at school. School staff are not permitted to take holiday during term time and we know you value excellent attendance of staff.

TOP TIPS

- Keep appointments out of school hours as much as possible or book them towards the end of the school day. (If they are made after 1.15pm, children do not lose marks as registers are taken 8.30 - 8.40 and 1.00 - 1.10)
- Avoid holidays in term time. Staff adhere to this also - they are at school 190 days supporting your child.
- Resolve worries or problems as soon as possible, to prevent them escalating.
- Talk to school staff if you are concerned about your child. They also want the very best for them.
- Only take time off if you are genuinely ill and in accordance with NHS guidelines regarding certain illnesses. <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

PARENTAL RIGHTS

It is your parental right to discuss and know your child's attendance.

Any adults with parental rights over your child(ren) will mean that they will be provided with information around your child's attendance.

Should you receive communication on your child's attendance this will be received by both parents, unless the office has been contacted and there is a legal reason as to why, this will ensure that those with parental responsibility of your children are knowledgeable of their current situation.

Should you require further support and guidance around this matter, please do not hesitate to contact the school office who will put you in touch with a member of our attendance team.

SUPPORT AVAILABLE

Good attendance is linked to better life chances in the future.

In our school we have Mrs Dorricott who leads on attendance as well as Mrs Leslie our inclusion lead, your child's class teacher, Mrs Dalton our child and family support worker and Mrs Hayward our attendance officer who are always happy to talk.

Please contact the school office or email
parents@westoverprimary.co.uk