



# Attendance

Please find a copy of your child's attendance report attached.

A copy of this information sheet has also been sent by text.

As you are probably aware, the government have a focus on improving attendance in schools. We at Wootton Bassett Infants believe that attendance is 'everyone's business' and would like to share how we will be addressing and monitoring attendance at our school. We are dedicated to improving attendance and supporting you and your child in receiving the best education possible. The benefits of being in school are numerous and being in school every day that it is open, is important to your child's achievement, wellbeing, and their wider development.

At the start of every term we review your child's attendance from the previous term. We have established a traffic light system to help us monitor each child. We aim for all children to obtain 98% or above. However, we acknowledge that this is not always possible and we review each child on an individual basis. As you can see from the system below, once a child reaches 95%, your child is flagged and you can expect to receive communication from us. Please see the school website for our school policy: [Attendance \(woottonbassett-inf.wilts.sch.uk\)](http://www.woottonbassett-inf.wilts.sch.uk)

95%

95% we will monitor your child closely.

90%

90% Attendance letter will be sent.

85%

85% A school attendance meeting will be held and the EWO (Educational Welfare Officer) contacted.

### Did you know?

95% attendance equates to half a day off every two weeks for a whole year

90% attendance equates to a day off every two weeks for a whole year

85% attendance equates to one and a half days off every two weeks for a whole year

80% attendance equates to one whole day off every week for a whole year

### What YOU can do:

Try to telephone the school before 9am each day of your child's absence.

Tell the school in advance, of any medical appointments and bring in appointment cards/letters.

If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.

Have a backup plan for if your child misses transport, call on a family member, neighbour or friend.

If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

### What WE will do:

Check your child's attendance every day.

Phone home to discuss your child's attendance with you.

Invite you into school for attendance meetings if we are concerned.

If we cannot establish a reason for absence, then we may make a welfare home visit.

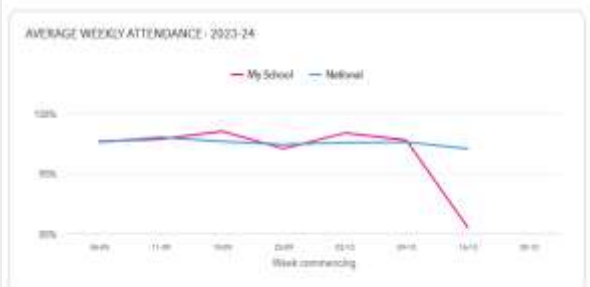
### Other useful links

[Back to school week – Everything you need to know about school attendance - The Education Hub \(blog.gov.uk\)](#)

[School attendance and absence: Overview - GOV.UK \(www.gov.uk\)](#)

### Whole School Attendance

Here is the whole school attendance data for Term 1. As you can see absences on Monday 16th October have had a big impact on our schools data which has brought us lower than the National average figure.



### Absence

If you are unsure whether to send your child to school please see the following NHS guidance or call the school office.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](#)

[How long should you keep your child off school - checklist poster \(text version\) - GOV.UK \(www.gov.uk\)](#)

Absences must be reported by 9am on the day of absence. Please inform the school office on 01793 852254 or email [admin@woottonbassett-inf.wilts.sch.uk](mailto:admin@woottonbassett-inf.wilts.sch.uk)

If your child is absent from school please remember to cancel your child's lunch.