Attendance

A copy of your child's attendance report for Term 1 is 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 address and monitor 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)

Traffic Light System

95%

95% we will monitor your child closely in school.

Did you know?

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

90%

90% Attendance letter will be sent.

Did you know?

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

85%

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

Did you know?

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

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

When your child can miss school

You can only allow your child to miss school if either:

- they're too ill to go in
- you have advance permission from the school

There's extra support available if your child cannot go to school for long periods because of a health problem.

There may be other exceptional circumstances where you can ask to take your child out of school and the school will consider each application on an induvial basis.

Holidays in term time

A holiday is generally not considered an exceptional circumstance. You cannot usually take your child away during term time.

You can be fined or face legal action for taking your child on holiday during term time.

What YOU can do:

- Try to telephone the school before 9am each day of your child's absence.
- Where possible make medical appointments outside the school day and tell us in advance, please send in appointment cards/letters/ appointment confirmation.
- 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.
- 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 and monitor 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.

ABSENCE

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

Other useful links

Fines for parents for taking children out of school: What you need to know – The Education Hub (blog.gov.uk)

How to improve your child's school attendance and where to get support – The Education Hub (blog.gov.uk)

Top tips on how to keep your child healthy at school – The Education Hub (blog.gov.uk)

School attendance and absence: Overview - GOV.UK (www.gov.uk)