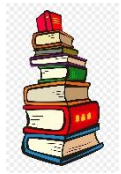


## EVERY DAY COUNTS

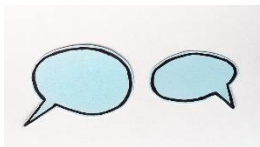
We hope this leaflet gives you all the information you need about your child's attendance at Waddesdon Village Primary School.



We understand that there can be tricky times and so we offer our full support with any attendance issue ... keeping you informed is the key.



If there are problems, we will do everything that we can to make attending school as simple as possible whilst ensuring your child is happy and reaches their full potential.



If there are ever any problems, please do not hesitate to come and see us.

## Contacts

**Head Teacher:** Miss Laura Forchione  
**Deputy Head Teacher:** Mrs Sarah Leslie  
**Senior Mental Health Lead:** Mrs Hayley Smith  
**Chair of Governors:** Mrs Sharon Matheou

**Email:** [office@waddesdonprimary.com](mailto:office@waddesdonprimary.com)  
**Phone:** 01296 651237

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### What the law says:

As a parent, ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason is an offence and may result in referral to the Education Welfare Service, the issue of Penalty Notices and fines and eventually prosecution.

### What the government says:

Government guidelines state that attendance figures of **90% or less is classed as 'persistent absence'**.

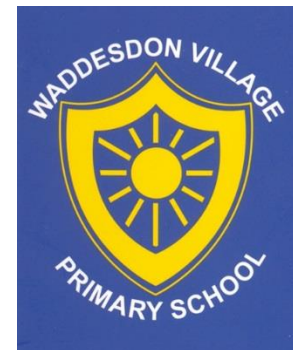
The government expects that in order to reach a child's full potential, they must attend school for a minimum of 95% of the year.

At Waddesdon Village Primary School, we will inform you each term of your child's attendance rates. We will also notify you in writing if we feel that attendance should be improved to prevent further action being taken. This may involve working with Buckinghamshire's Council's Attendance Team.

# Waddesdon Village Primary School

## *A Pathway to Excellence*

## School Attendance: What Parents and Carers Need to Know



### Persistent Absence

Attendance figures of 90% or less is classed as 'persistent absence'.

### Unauthorised Absence

Unauthorised absences are those which the school does not consider essential or reasonable.

Unauthorised absences can include:

- Holidays
- Day trips and family outings
- Absences which have not been explained
- Oversleeping
- Forgetting school term dates
- Absences which have not been explained
- Arriving at school after the register has closed
- Keeping pupils off school unnecessarily or without explanation

Significant unauthorised absence percentages can result in a fixed penalty notice being issued. Also, secondary schools do look at attendance levels when offering places on appeal, in particular, the rates of 'unauthorised absence'.

### Did you know:

If your child attends school between 95% and 100%, they have the potential to achieve their best, educationally and socially.

Don't underestimate the importance of 100 percent attendance. Even one day missed can have an effect on learning:

- **98%** attendance means **four** school days missed
- **95%** attendance means **10** school days missed
- **90%** attendance means **19** school days missed

- **80%** attendance means **38** school days missed
- **Five minutes** late each day means **three** school days missed

Please help us promote good attendance throughout our school – you really do play an important role.



**The school target for this academic year is 96%.**

### The Attendance Ladder

100%	0 days off school in a year	Outstanding
99%	2 days off school in a year	Very good
97%	5 days off school in a year	Good
95%	10 days off school in a year	Almost there
90%	20 days off school in a year	Concerned
85%	30 days off school in a year	Very concerned

### Requesting absence from school

Authorisation of absences are at the discretion of the Headteacher. All absences, including for holidays, must be requested as far in advance as possible – the minimum notice period is 20 days. If you think your child needs to be taken out of school, you should discuss the reasons with the Headteacher as soon as possible. If the Headteacher is satisfied with the evidence and the notice period, they will authorise the absence.

'Leave of Absence' forms can be requested from the School Office.

### Authorised Absence

Authorised absences are only permitted for valid reasons, e.g.:

- Illness
- Medical or dental appointments
- Religious observances
- Family bereavement

Wherever possible, parents should always try to arrange medical and dental appointments during school holidays or after school hours.

At Waddesdon Village Primary School, we expect children to attend school every day, as long as they are fit and healthy enough to do so.

If your child is not well enough to attend school, we expect a parent to contact the school office as soon as possible giving a specific reason for the absence.

### **Ring 01296 651237, option 1, to report your child's absence.**

Home visits will be carried out if a child is absent and no explanation is recorded, and on the 3rd day of absence. If we still cannot contact anyone, we may ask the police to carry out a safe and well check.