



Term One

Fabulous Finish



What Parents and Carers need to know about Attendance

Why is attending school regularly important?

When children attend school consistently they are more likely to do well in their work but also build strong relationships and feel connected with the school community. It also demonstrates reliability which will help prepare children for life beyond education and looks positive to future employers.

https://assets.publishing.service.gov.uk/media/67c96d7dd0fba2f1334cf2ed/The_link_between_attendance_and_ attainment_in_an_assessment_year_-_March_2025.pdf

The Law

By law, parents are responsible for ensuring all children of compulsory school age attend school or are educated at home.

If your child misses school for 10% of the time, they will be classed as persistently absent, which is treated seriously (unless there is a valid reason such as serious illness). You will be considered to be breaking the law and can be fined or even prosecuted.

Data

2025-26

National Primary Average = 94.69%

WJS = 94% (0.7% increase)

11.4
days off

2026-27

Target — 95%

9 days
off



It's really hard to catch up on work you have missed. Just one day can feel like a week.

I hate missing school because I miss out on seeing my friends.

I'm so much happier at school when I haven't had time off. You miss so much.

I hate being late to school. I feel like I'm behind before I've even started.

Timings of the school day

Gates open — 8.30am

Registration starts — 8.35am — 8.45am

Assembly — 8.50am

L code used if you are late

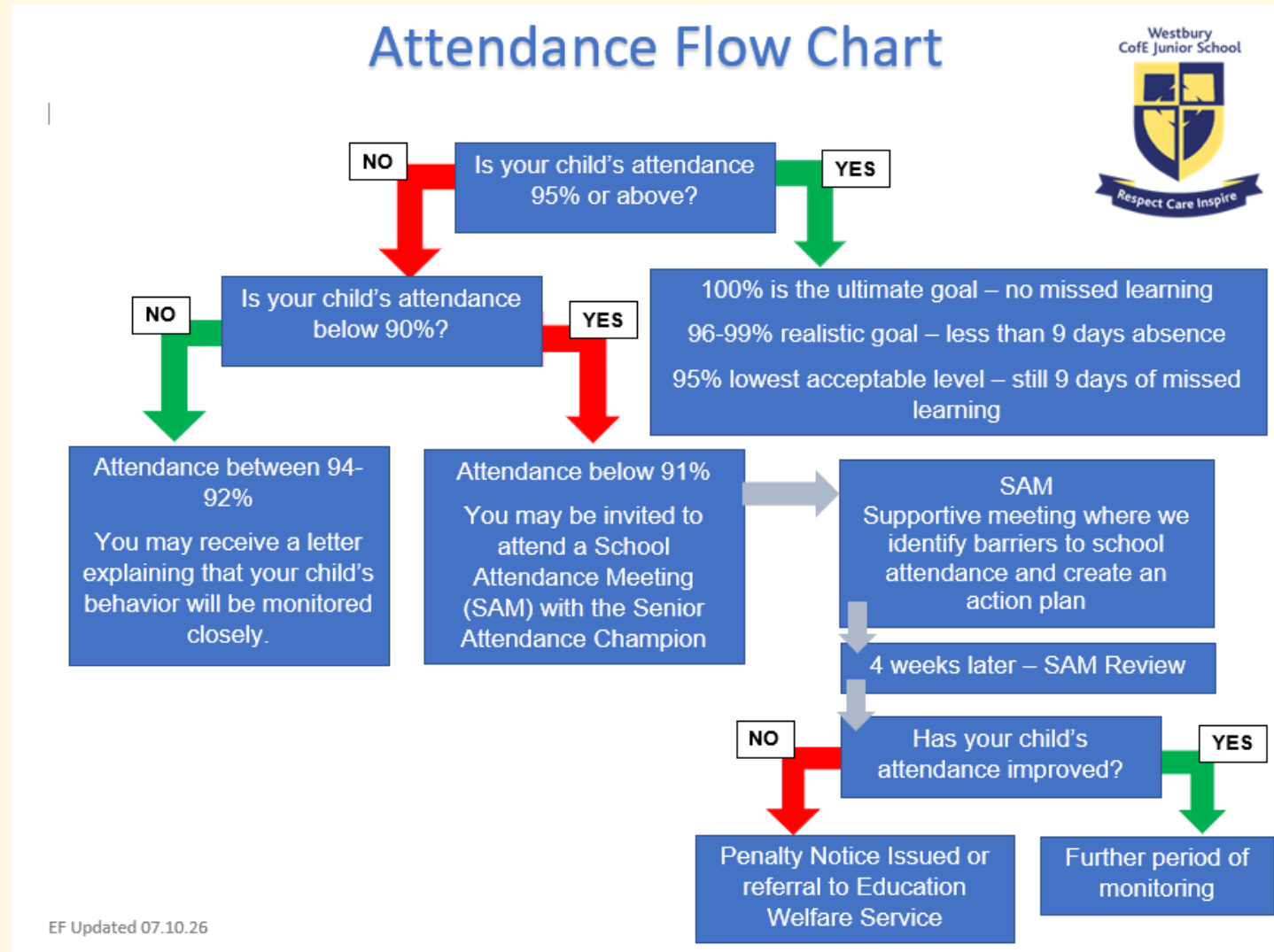
U code used if you are late after the registers close — this is an unauthorised absence code (effectively marked as not attending that session)

Reporting Absence

- Illness — **call** the office between **8am and 8.30am**. We don't accept notification via dojo or email — you will be called by the office.
No answerphone as we have to speak to you in person.
- We will call all contacts on Arbour and make house visits where necessary.
- Medical appointments (try and book after school and in school holidays) — copies of letters need to be seen by the office so they can be authorised.
- Term time holidays — request form needs to be completed

- Medical evidence may be requested — this can be sent via dojo or by email
- Medical evidence can include:
 - ✓ screenshots of appointment notifications
 - ✓ prescriptions
 - ✓ photo of medication with prescription label attached

Attendance Policy



Holidays in Term Time

- Cannot be authorised
- Exceptional Circumstances — very limited scope
- Head Teachers discretion — scrutinised and monitored

Be honest — your children always are!

Illness

- Sickness bugs and high temperatures — stay at home.
- Minor colds, headaches etc send them to school (with medication if needed) — If your child is too ill for school we will send them home.
- Often cope better than expected — with friends, busy and distracted.

Medication

- Paperwork needs to be completed for each illness at the school office.
- All medication must be dropped off at and collected from the office by an adult.
- We can give Calpol/Ibuprofen — currently this has to be supplied by parents.
- Make sure everything is labeled and is readable.

The Dreaded ~~School~~ Supportive Attendance Meeting (SAM)

- Supportive meeting
- Identify barriers
- Offer support
- At WJS very few SAMs lead to fines, Education Welfare Service referrals and prosecution (the last resort)

If you don't attend, we have to hold the meeting in your absence.

Contact

- Class dojo
- Telephone
- Email: admin@westbury-jun.wilks.sch.uk