

The Law

Wiltshire County Council must, by law, make sure that every child of statutory school age (5-16yrs) is provided with suitable education.

Equally the law says that parents/carers must make sure that their child regularly attends the school at which they are registered. If a Parent/Carer does not ensure that their child attends regularly, Wiltshire County Council may start legal proceedings.



Attending School Regularly

A guide for
Parents and Carers



September 2020

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Clear Communication

If your child has to miss school, it is important to tell the school why. Please notify the school as soon as possible using one of the following methods:

Westbury Infant School	Westbury C of E Junior School
1. Calling the school office on 01373 822716	1. Calling the school office on 01373 822695
2. Emailing admin@westbury-inf.wilts.sch.uk	2. Emailing admin@westbury-jun.wilts.sch.uk

If it is a planned absence, school should be notified in advance by telephone or letter to the class teacher.

If school is not notified of the absence, you will receive a phone call/text message from the school office asking you for the reason for absence.

The school will otherwise mark the absence as unauthorised.

Absence During Term Time

The Department of Education states: *Every day at school counts enormously and so does every consecutive day attended by pupils. Students need to absorb new facts and knowledge, acquire new skills and consolidate before building further and progressing. They simply cannot do so if their structured school terms are disrupted by too many preventable absences.*

Parents do not have a legal right to take children out of school.

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Arrive on Time

It is important that all children arrive to school on time. We expect all children to arrive at school at 8.40am when the gates open for Westbury C of E School and at 8.50am for Westbury Infant School.

This helps children learn good time-keeping, ensures that they do not miss important lesson starters and reduces the chance of classroom disruption.

If your child arrives after 9am, a late mark will be recorded in the register.

If your child is persistently late, you may be asked to attend a meeting with the Headteacher.

The School Day

Westbury Infant School	Westbury C of E Junior School
8.50am – doors to class open 9am – doors closed, registration 10.30-10.45am – play time 12-1pm – lunch time 2-2.10pm – KS1 play time 3.05pm – end of school	8.40am - school gates open 8.45-9am - registration time 11-11.15am - break time 12.15-1.05pm - lunchtime 3.05pm - end of school

Introduction

Children can only make the most of the educational opportunities available to them if they attend school both regularly and punctually.

Wiltshire Council, as the Local Education Authority, Westbury C of E Junior and Westbury Infant School and Parents/Carers, all have legal responsibility concerning a child's regular attendance.

We aim to reduce unnecessary absence from school by offering support and help to children and Parents/Carers. School Staff can help by working alongside families to resolve problems quickly.

Need some help?

Staff at both schools are keen to support children who are experiencing difficulties which are affecting their attendance at school.

If you are having problems ensuring your child attends school regularly, please contact their class teacher or those listed below to discuss how we can help.

Westbury Infant School	Westbury C of E Junior School
Mrs S. Budge – Headteacher	Mr D Percy -Attendance Lead Mr R. Hatt - Headteacher

Alternatively, you can contact the school's Family Support Worker Mrs Bev Hall on 07540725395 for support with your child at home.

What can parents do?

- From your child's first day of school you, as a Parent/Carer, should ensure that regular routines are established in the morning. This will help your child understand the importance of arriving at school on time.
- Make yourself aware of school rules and routines. If there are changes to the routines, the school will let you know.
- If your child is ill, make sure you contact the school on the first morning of absence.
- If the authenticity of illness is in doubt, the school can request parents to provide medical evidence to support illness. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
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- You will need permission from the Headteacher, in advance, if you wish your child to miss school for any reason.
- If there are any problems regarding your child's attendance, please contact the school immediately.

Time is precious

Some vital statistics on attending school

Out of 365 days in the year, 190 are statutory school days (days spent in school) this leaves 175 days per year for out of school activities.

Time off school will hinder your child's learning and progress at school.

If a child misses one day of school per week over the course of his/her school career, this would total TWO WHOLE YEARS of lost school time.

Regular Attendance

Good attendance in school is vital if students are to fulfill their potential.

Westbury C of E Junior School have put in place the following measures to encourage 100% attendance.

Termly

- Certificates are awarded to all children achieving 100% attendance
- 100% attendees are entered into a year group book raffle
- A treat afternoon will be held termly for 100% attendees.

Annually

- Certificates will be awarded, during presentation assembly, to those children who have achieved 100% attendance for the entire academic year
- A fun trip or event will be organised for all those children who manage not to miss a single session of school all year

Children who have specific medical needs will be given special consideration for medical appointments that have to be taken during the school day in order to enable them to access all the end of year trip and treat afternoons.

Westbury Infant School recognises the unavoidable impact of common childhood diseases e.g. chicken pox on young children's attendance and so rewards for 100% attendance only begin at Westbury C of E Junior School.

Attendance Monitoring

Pupil's attendance is monitored regularly by class teachers, the Attendance Lead, the Headteacher and the Educational Welfare Officer.

If attendance falls below 95%, you may receive a letter raising our concern and advising that we will be monitoring future absence carefully. If attendance continues to fall or falls below 90%, you will be asked to attend an attendance meeting with the Headteacher.