

## Holidays

William Reynolds Primary School and Nursery is adopting Telford and Wrekin's policy for granting leave of absence in term time (Commonly known as Holidays in Term Time). This is in line with the Governments renewed appeal to parents. Absences will only be authorised in exceptional circumstances, there is no automatic right to any leave in Term time.

Leave of absence must be requested from and agreed by the Head Teacher in advance of any absence. If approved, the absence is registered as authorised and if not approved and still taken, as unauthorised. Each application will be considered and the Head Teacher will determine the duration of any leave. It is recommended that as a general rule any activity, holiday or event that can be arranged during the annual 13 week holiday time should not be authorised during the school term.

All unauthorised absences will be reported to the Education Welfare Officer. This may result in you receiving a Fixed Penalty fine. Last year a number of families were fined. (Unauthorised absence may be subject to a penalty notice fine of £60 payable per parent per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days, this may lead to court proceedings.)

We look carefully at every child's attendance each term. Any child who has less than 94% is monitored by the Attendance Officer and EWO who may write to you or request a meeting, to discuss support for the child/family.

If the child's attendance does not improve after our letter/support, we will ask the Education Welfare Officer to visit the family to see if there are any other ways in which we can help to improve the child's attendance.

If you have any questions or comments about this leaflet please contact our Head Teacher.

**Our Education Welfare Officer is**

**Toni Bohn**

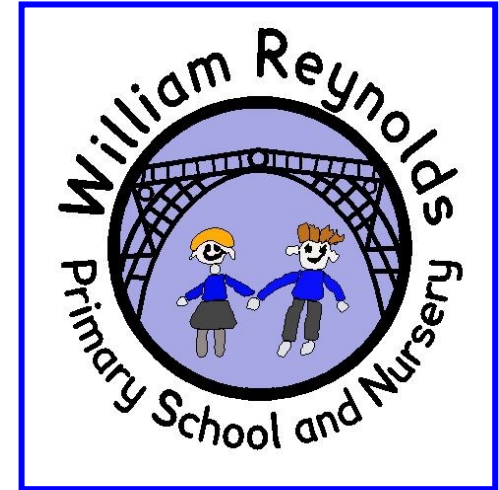
Her role is to support you if you have any difficulties with attendance and ensure your child attends school regularly.

Please feel free to contact her on : **07581 065252**

**Toni.bohn@telford.gov.uk**

William Reynolds Primary School and Nursery,  
Westbourne,  
Woodside,  
Telford  
TF7 5QW

**Telephone:  
01952 388280**



## Working with Parents

## Attendance Matters

## Understanding our Attendance Policy

# Arriving at School on Time



Arriving at school on time every day is important for parents and children.

Being punctual and ready to work are important life skills that we try to develop in school to equip children for working life.

When your child is late, they are rushing and get off to an unsettled start, as they miss some of their early morning work.

It also disrupts the teacher and the class, who will have started working when children arrive late. Your child could also miss important information or instructions so they may not be so confident during the rest of the day.

## What is late?

The gates and class doors close at **8.45am** in both KS1 and KS2, and we expect children to be in school before these times.

The register is taken electronically by the teacher every day.



The playground entrances are open from **8.30am** and teachers welcome children into class from **8.35am**. Nursery children will be greeted from **8.30am**.



The lessons start at:  
**Nursery AM: 8.30am - 11.30am**  
**Nursery PM: 12.30pm - 3.30pm**

**KS1: 8.45am - 3.15pm**  
**KS2: 8.45am - 3.15pm**

**Doors close at 8.45am**

If your child is not here and ready to work by these times, they are classed as late.

## Attendance



Good attendance is essential. Your child will not make the progress they are capable of if they are away from school on a regular basis.

We aim for **at least 96%** attendance over the year for every child – which is also the Government's target for Primary Schools.

If your child loses on average a day a week, they would have an attendance rate of 80%. This would be unacceptable and would involve the Educational Welfare Officer and may lead to legal action.

One day a week off school adds up to the equivalent of **8 weeks over a school year.**

**Think about this – over four years in KS2 your child would miss nearly a whole year of teaching time!**

You can see why we are trying to improve attendance – we must make sure that your child makes the best progress they possibly can, and they can only do that by being in school!

**What should I do if my child needs to be away from school due to illness?**



If your child is too poorly to attend school, please telephone the school on the first day of absence, before **9.00am** giving the reason for absence.

You need to do this for every school day your child misses. If your child's attendance is poor, then you may be required to provide proof of illness for our Education Welfare Officer.

