

## Leave in Term Time

William Reynolds Primary School and Nursery have adopted Telford and Wrekin's policy for granting leave of absence in term time. Absences will only be authorised in exceptional circumstances, as there is no automatic right to any leave in term time.



Leave of absence in term time 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, it will be registered as unauthorised. 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.



If you have any questions or comments about this leaflet please contact our Head Teacher, Nursery Teacher, Mrs Murphy or Administrator, Mrs Mabbott.

**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](mailto:toni.bohn@telford.gov.uk)

William Reynolds Primary School and  
Nursery

Westbourne  
Woodside  
Telford  
TF7 5QW

Telephone: 01952 388280



"To be the best we can be"

## Working with Parents

## Nursery Attendance Matters

*This leaflet is designed to help parents and pupils understand William Reynolds' Primary and Nursery Attendance Regulations*



At William Reynolds Nursery, we view good attendance and punctuality as vitally important for the learning and wellbeing of children.



Children who attend nursery regularly and arrive on time, are more secure and better able to engage with the learning environment. Good attendance breaks down barriers to learning and assists with their transition into school life.

Thank you for getting your child into class on time every day.



### Nursery Sessions:

**Morning session: 8.30am – 11.30am**

**Afternoon session: 12.30pm – 3.30pm**

## Roles and Responsibilities

### Parents and Carers

- To ensure their child attends every session unless they are unwell.
- To avoid making appointments for their child during school time.
- To inform the school by telephone on the first day if their child is absent because of illness and again at regular intervals if the illness is prolonged.
- To inform the school if their child is going to be absent and to give the reason for the absence - this can be done by telephone or email [A2158@telford.gov.uk](mailto:A2158@telford.gov.uk)
- To fill out a 'Leave in Term Time Form' to obtain written permission for days off during term time.
- To bring and collect their children promptly.
- Ensure that children are brought and collected by a responsible person, over the age of 16.
- Ensure that the nursery is informed every time someone different will be collecting their child.

## Roles and Responsibilities

### William Reynolds Nursery

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance and punctuality weekly.
- To contact parents/carers if no reason has been received for a child's absence.
- To speak informally to parents/carers if a child's attendance is below the expected level of at least 96% or if poor punctuality seems to be having a significant effect upon the child's education.
- To write to parents if attendance remains low, or punctuality does not improve, after informal conversation.
- If a child's attendance does not improve after our letter and support, we will have no other option other than to offer the placement to another child.

