

Requesting Leave of Absence

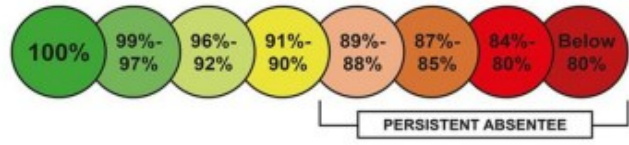
Absence from school will only be authorised in exceptional circumstances. Family holidays are not exceptional circumstances and it is unlikely that any requests for this purpose will be authorised. Any requests must be made in writing prior to the proposed absence. The school office has a form that must be completed. Reasons must be detailed and evidence may be requested.



There are 365 days in a calendar year. Your child is expected to attend just 190 days AT SCHOOL. This means there are 175 non-school days for holidays, birthday treats, special events with families, and non-urgent appointments.

ATTENDANCE MATTERS

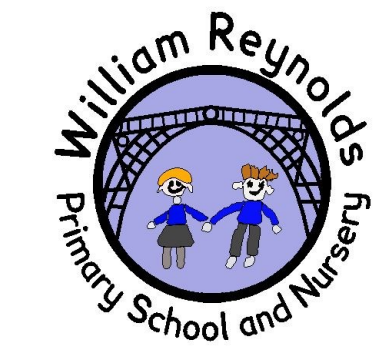
On Time: First Time, Every Time



Which CIRCLE are you in?

Any absence below 90% is considered as Persistent Absence. This means your child is missing out on their curriculum entitlement and key aspects of learning.

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days Absence 1 week & 4 days of learning missed	Satisfactory
90% Attendance	19 Days Absence 3 weeks & 4 days of learning missed	Poor
85% Attendance	28 Days Absence 5 weeks & 3 days of learning missed	Very Poor
80% Attendance	38 Days Absence 7 weeks & 3 days of learning missed	Unacceptable
75% Attendance	48 Days Absence 9 weeks & 1 day of learning missed	Unacceptable



Attendance and Punctuality Information for Parents and Carers

William Reynolds Primary School and Nursery
Holiday Dates 2024/2025

Sep-24	Oct-24	Nov-24
Dec-24	Jan-25	Feb-25
Mar-25	Apr-25	May-25
Jun-25	Jul-25	Key

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



School success starts with attendance

Challenge Make every experience exceptional	Honesty Always do the right thing	Ownership Take accountability for your actions	Courage Be determined to deliver greatness	Collaboration Work together to succeed
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The Importance of Good School Attendance

Good attendance and punctuality are vital for success at school, and help to establish positive life habits that are necessary for future success.



Through regular attendance, pupils can:

- Build friendships and develop social groups;
- Develop life skills;
- Engage in essential learning and other school social events;
- Achieve to their full potential.



You have a responsibility to ensure that your child arrives at school on time. Please remember children need to arrive at school by 8.45am for registration. Lessons begin straight after the register is taken so if your child is late, they will miss out on important learning.

Please remember:

- The school gates open at 8:30am and classroom doors open at 8:35am.
- Pupils are expected to be in their classrooms at 8:45am every day. If pupils are not in their classrooms by 8:45am, they receive a late mark. If they arrive after 9:15am, they will receive a U code - this is an unauthorised absence and means that even though your child has arrived at school, their attendance for that session will not be counted.
- When your child is late for school, they will be joining a lesson that has already started, meaning they are likely to have missed important teaching and instructions. This can impact upon their confidence over time.
- Every school day counts so it is important to ensure your child attends daily to ensure they have the best possible chance of success.

What the Law says...

All children of compulsory school age must receive a suitable full-time education. As a parent, you are responsible for ensuring that this happens, either by registering your child at a school or by making appropriate alternative arrangements.

Once you have registered your child at a school, you are also legally responsible for ensuring that your child attends school regularly. If you fail to do this, legal action can be taken against you by the Local Authority. It is a legal offence to fail to ensure your child attends school regularly.



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 are classed as 'persistent absence'. The government expects that in order for a child to reach their full potential, they must attend school for a minimum of 95% of the year. At William Reynolds Primary School and Nursery, we work closely with our Local Authority Education Welfare Officer to closely monitor absence rates. This regular monitoring can result in you being contacted by letter, or invited into school for a meeting, if we have concerns about attendance.

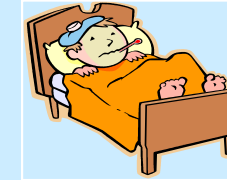
Our Education Welfare Officer is: Toni Bohn

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**

or
Toni.bohn@telford.gov.uk

What happens if my child is ill?



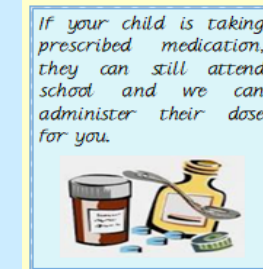
Being ill may prevent your child from coming to school, but, if they can get out of bed and play or enjoy TV, they should be in school. Coughs and sneezes are not an excuse to miss school and feeling tired is not an illness.

Looking after your child is very important to us and we will of course contact you if we feel they should be at home.

If your child is too ill to attend school, it is really important that you **let school know on their first day of absence before 9am** and give the reason for their absence. You will need to contact school for every day your child is absent. On occasions, we may ask for additional medical evidence, in order to authorise the absence.



Contact Number: 01952 388280



Barriers to Attending School

We understand that families can experience difficult circumstances at times so please contact us straight away about any issues which are causing a barrier to your child attending school. As with any attendance issue, keeping us in the loop is important. 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 speak to us.

