

Rewards, Rewards, Rewards

We understand how important good attendance is for children's well being and progress. To encourage good attendance the class with the best attendance each week receives a certificate and when they have achieved five certificates they earn a 'treat' which is decided by the class.

We also reward individual good attendance in our attendance assemblies. Each half term children who have 100% attendance will receive a certificate. If a child achieves 100% attendance for the full year they will receive a certificate and a gift.



Remember - Good attendance is the key to learning



Contact

Tel: 01909 720 251

Whitwell Primary School
Southfield Lane
Whitwell
Nr Worksop
Notts.
S80 4NR

info@whitwell.derbyshire.sch.uk
headteacher@whitwell.derbyshire.sch.uk

We truly value your support.

Attendance & Punctuality



Information for Parents

'Every day and every minute counts'



Believe, Endeavour, Succeed Together!



Believe, Endeavour, Succeed Together!

Whitwell Primary School and parents/carers need to work together to promote your child's healthy attitude towards attendance and punctuality. This attitude will stand your child in good stead for their future in education and beyond. The Department for Education expect a minimum attendance rate of 96%.

Why is good attendance important?

In recent years much research has been carried out on the effect that poor attendance can have on children's progress at school and how well they achieve in life.

The National expectation for attendance is 96% so, 90% attendance might sound quite good but what it really means is ...

- Your child is absent for the equivalent of one half day every week
- In one year, 4 whole weeks of lessons are missed
- If your child continues to attend for only 90% of the time, in 5 years he or she will miss **half the school year**.

Children who do not attend regularly often have the following problems:

- Children who arrive late miss important parts of the lesson and disrupt the learning of other children in class
- Children start to fall behind with phonics, reading and maths
- Children feel embarrassed and find it harder to start their day



Punctuality

- Doors open at **8.40am**
- School starts at **8.45am (KS1) and 8.50am (KS2)**
- Arrival after **9.00am - late**
- After **9.15am - unauthorised absence** (unless due to medical appointment, etc)
- Arrival after doors close – please go to office to be signed in
- Persistent lateness will result in contact from the Headteacher



Absence

Authorised absence

- You have informed school of reason for absence
- This is reasonable and in line with attendance policy
- School decides if absence is authorised



Unauthorised absence

- Absence not explained/not in line with attendance policy

We expect your child to be in school every day unless

- They are too ill to attend
- They have a medical appointment (please try to book out of school hours where possible)

The following are not good reasons for absence and will not be authorised

- Sibling absence
- Shopping
- Hairdressing appointment
- Birthdays
- First/last day of term off
- Long weekends

If your child is absent due to

Medical appointment

- Notify school in advance, if possible. You may be asked to show appointment cards/texts. If short notice ring school
- Only take time off for the appointment, not the full day
- If collecting your child/bringing in late sign in/out at the office (to safeguard your child)



Illness

- Notify school by phone on first morning
- Keep school informed of progress/return date



Holiday/other absence

- From September 2013 the Government has withdrawn the right of Headteacher's to grant any leave of absence for holidays during the term time unless there are exceptional circumstances.
- Parents who take their children on holiday without permission will incur unauthorised absences for their child and be issued with a fixed penalty notice and/or court action.
- If you have an 'Exceptional Leave of Absence' request please fill in the form ASAP (at least 2 weeks in advance) - available from the office
- Having considered your request you will receive written authorisation or refusal.
- When a child's absence becomes persistent, attendance is closely monitored and you will be invited in to school to discuss this further.

If an explanation is not received for a child's absence the office staff will request one by telephone. Should an explanation not be forthcoming the absence will be marked as unauthorised and may result in a referral to the Educational Social Worker.