



Tuesday 25th March 2025

Dear Parents and Carers,

I would like to take this opportunity to clarify the school's attendance procedures, which are in line with the WeST Attendance Policy and guidance from the Department of Education.

Why is attendance important?

Excellent attendance at school is linked to better academic progress and attainment by ensuring pupils access a broad, balanced and knowledge-rich curriculum. It also ensures that pupils can benefit from the extra-curricular activities on offer at school that promote good social and emotional development. Parents have a legal duty to ensure that their child has an appropriate education.

Parents are required to:

- Be responsible for ensuring that their child attends school regularly and punctually in accordance with their legal obligations
- Make any request for leave of absence on the school's official leave of absence form (S2 form)
- Telephone school on the first day of absence and any subsequent days.
- Provide a reason to explain any absence.
- Plan holidays outside of term time.
- Attend any meetings organised by the school and/or EWO to create an action plan to improve attendance.

Attendance Monitoring Procedures

The school has a responsibility, as stated in the WeST Attendance Policy, to inform parents when their child's attendance reaches certain levels. This is all absences whether authorised (illness, appointments etc) or unauthorised. We record these in sessions (2 sessions = 1 school day.)

- 10 sessions of school have been missed, the class teacher will speak to you or a message via Class Dojo to check in.
- 15 sessions or more of absence a letter will be sent home detailing the pupil's registration document which includes number of sessions missed and overall percentage attendance.
- A letter will be issued for a Supportive Attendance Meeting (SAM) when a child has 30 or more sessions of absence.
- A referral to the WeST EWO will be sent when a pupil has 40 sessions of absence.
- Punctuality letters will be sent when a pupil is persistently late to school.

Parental Guidance for Holiday Requests

WeST believes that pupils benefit from full-time attendance at school so that they can access a broad, balanced and knowledge-rich curriculum that promotes academic progress and attainment. Excellent attendance also ensures that pupils can benefit from the extra-curricular activities on offer at school that promote good social and emotional development. As such, WeST does not encourage its Headteachers to authorise requests for term-time holidays. Whilst WeST recognises that Headteachers may legally authorise such request in exceptional circumstances it is highly unlikely that this will be the case

Further information regarding attendance can be found via the Attendance Policy on the on the school website.

Should you require any further information please do not hesitate to contact me.

Yours sincerely

Mrs Claire Duncan
Interim Executive Headteacher