



Westfield Community Primary School
Montrose Avenue
Norley Hall
Wigan
WN5 9XN



Attendance

A guide for parents

Why is attendance important?

The aim of this booklet is to outline the importance of regular school attendance and the impact missing school has on your child's learning and achievements.

Children at Westfield Community Primary School are expected to have a school attendance of 96% or above. A child who has 90% attendance misses almost 4 weeks off school a year. That's 100 hours of learning!

Children who have below 96% may have difficulty keeping up in lessons and fall behind in their work. They may also miss other activities and opportunities in school.

Social skills and development are important for children, missing school can result in your child having low confidence and self esteem making it harder going back to school.

Children who miss school at Primary are more likely to truant at High School and be at risk of becoming involved in crime or becoming a victim of abuse.

MISSING
(SCHOOL)=
MISSING
OUT

It is important that we work together to help our children to get into a good habit of going to school.

You need to encourage your child to attend school and always be positive with them about going even if they are upset. School is a safe and nurturing place for your child to be. Your child needs routine and boundaries. School provides this.

Children who have low attendance and those who are often late for school will be monitored by our attendance team. You may be invited into school for a meeting with the Attendance Lead and School's Education Welfare Officer.

Remember you have a legal responsibility to make sure that your child attends school every day and on time. If you do not do this you could be committing an offence under section 444 of the Education Act 1996. This could result in you being fined up to £2500 and or up to 3 months in prison. Prior to that you could be issued with a penalty notice/fine of at least £80 per parent per child.

Persistent Absence (PA) is when a child misses at least 10% of the school year at any given time. Any child who is PA will be monitored by the schools Education Welfare Officer, who will write to you. You may also be invited into school for a meeting.



Absence

If your child is off school due to illness you need to contact school before 9am on **01942 776007**, with the reason for illness to have the absence authorised.

If your child is being monitored by the School's Education Welfare Officer medical evidence will need to be provided.

Medical evidence will also be needed if your child is off school for 10 sessions (5 days) or more.

Medical evidence can be: an appointment card, copy of your child's prescription, doctor's note or packaging from their medication. It must include your child's name and be dated by the medical service that your child has visited. This should be handed into school as soon as possible.

The Attendance Lead and Education Welfare Officer may visit you and your child at home to satisfy safeguarding regulation and offer support where necessary.

Letters or appointment cards are sent for medical appointments. You must show this to school before taking your child out. Your child's absence will be recorded as unauthorised unless this is provided.

Routine appointments (Doctor's, dentist or opticians) should be made outside of school hours if possible. If you have to take them during school time you must bring them into school before the appointment and return to school after the appointment, (depending on the time)



Penalty Notices

Under instruction from Wigan Council Education Penalty Notice Code of Conduct; at the beginning of each term penalty notice warnings are given to every parent whose child/children attend Westfield Community School.

If your child has 10 sessions (1/2 days) of unauthorised absence within a 12 week period you could be issued with a penalty fine of £80.

The fine needs to be paid within 21 days or it will go up to £160 per parent per child. If this is not paid within 28 days the Local Authority will take legal action against you under section 444 of the Education Act 1996.

If you report your child ill and school find out they have been on holiday, the school will ask for medical evidence or a completed holiday request form. This absence **will not** be authorised.

Leave of absence in term time will not be authorised unless there are exceptional circumstances.

**Remember; it is the Headteacher who says what absence is authorised
Not the Parent.**



What can parents do to help?

- Inform school of any medical or emotional issues that could be affecting your child.
- If you think there may be an issue at school please contact the Head teacher or Mrs Pennington to discuss.
- It is important that your children see a good relationship between home and school. We are here to help and support you.
- If your child's school attendance is below 92% please provide medical evidence if requested.
- Please let school know if you change your contact details so they can get hold of you in case of an emergency.

We pride ourselves on the communication we have with our parents/guardians at Westfield Community Primary School and hope to continue this good relationship.



The Law

You are legally responsible for:

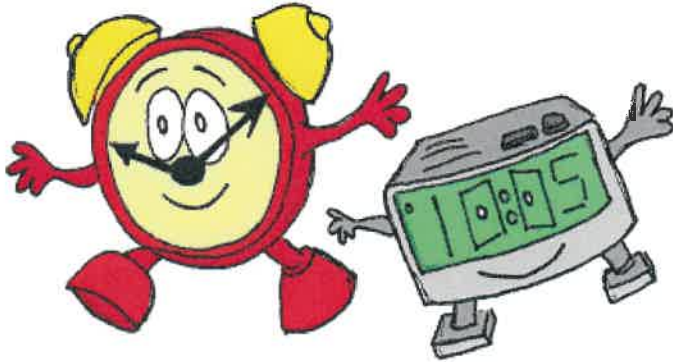
- Making sure that your child receives a full-time education
- Making sure your child attends school regularly and on time.

You can meet your legal responsibilities, and give your child a helping hand by:

- Making sure your child attends school every day.
- Making sure they arrive at school for 8.50am
- Supporting and encouraging your child in school by attending parents meetings and other events.
- Making appointments for your child to visit the doctor/dentist/optician (except urgent cases) outside of school hours.
- If your child has an appointment during school time bring them in to school before the appointment and back to school after the appointment (depending on time)
- Producing evidence for any medical appointments during school time
- If your child is ill Inform school on first day of absence before 9am
- Provide medical evidence if your child's attendance is below 92% and they are being monitored by the Education Welfare Officer



Don't be late for school.... be there by 8.50am



Arriving at school on time will make sure that your child has a good start to the day. They will be more relaxed and calm, it will be less stressful for them (and you) and they will be ready to start lessons and not miss out on any important information.

Children need routine even though they may fight against it, they do actually like boundaries as they know where they are. It will also help you and start your day off well.

Lateness after registration is closed could lead to a penalty notice being issued to you which could result in a fine.

Your child needs routine! School provides this with an education, social skills, friends and lifetime experience. Don't let them miss out on the best years of their lives.



holidays

2024/2025



Autumn Term

School Re-opens on

Tuesday 3rd September 2024

Half Term

Monday 21st October to Friday
25th October 2024 inclusive

Term Ends

Friday 20th December 2024



Spring Term

School Re-opens on

Tuesday 7th January 2025

Half Term

Monday 17th February to Friday
21st February 2025 inclusive

Term Ends

Friday 4th April 2025



Summer Term

School Re-opens on

Tuesday 22nd April 2025

Bank Holiday

Monday 5th May 2025

Half Term

Monday 26th to Friday 30th May

Inset day

Friday 4th July 2025

Term Ends

Friday 18th July 2025



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