



# Woodchurch CE Primary School

## Attendance and Punctuality

### Parent Leaflet

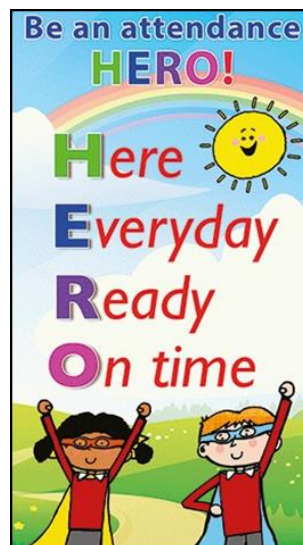
### 2023-24

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

All parents/carers should promote good attendance and punctuality and work in partnership with the school.

Through regular attendance pupils can:

- Build friendships;
- Develop life skills;
- Engage in essential learning and achieve to their full potential.



## **Attendance**

At Woodchurch CE Primary Primary School, we encourage regular attendance for all our pupils.

## **Illness**

Occasionally pupils are too unwell to attend school. When deciding whether or not your child is too ill to attend school ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home and consult your GP as appropriate.
- Does your child have a contagious condition that could be passed on to other children or school staff? If so, keep your child at home.
- If you are unsure, contact the school and let a member of staff know your concerns and we will advise you.

**Please remember to contact school if your child is unable to attend so the absence can be authorised.**

**School phone number: 0151 677 4788**

**School email: [schooloffice@woodchurch-pri.wirral.sch.uk](mailto:schooloffice@woodchurch-pri.wirral.sch.uk)**

## **Medical and Dental Appointments**

Medical and Dental appointments, made by parents and carers, should be made during school holidays or out of school hours.

We appreciate that this is not always possible with SALT, Occupational Therapist and Community Paediatrician appointments.

For all medical and dental appointments, please inform school and bring in the appointment card or letter, to be copied.

## **Unauthorised Absences**

School does not consider the following absences to be reasonable:

- Forgetting school term dates
- Over sleeping
- Day trips/ family outings
- Inclement weather
- Problems with uniform/ clothing
- Birthdays and holidays
- Headlice
- Minor ailments

## **Football and Dance Tournaments**

School will not authorise leave of absence for football or dance tournaments unless they are for an official club and the relevant documentation has been submitted for consideration from the club or organisation.

## **Family Holidays or Events**

All requests for leave of absence from school, must be made to the Acting Headteacher, Mrs Davies, using the request form available from the school office. Absence will be authorised only in exceptional circumstances as outlined in the Attendance Policy. You will receive notification from school explaining whether the absence from school has been authorised. Only requests submitted on the Holiday Request form will be considered.

## **Punctuality at the Start of the Day**

Pupils should be in school every day, arriving promptly for **8:45 a.m.** If pupils arrive late they need to be signed in, by an accompanying adult, at the school office. Arrival after 9:30 will be recorded as an unauthorised absence.

## **Punctuality at the end of the day**

The school day finishes at **3:20p.m.** Pupils should be collected promptly. If you are going to be late or if someone else is collecting your child, please inform the school.

We will endeavour to contact parents who have not arrived promptly, however, where we cannot make contact or if parents are running late, children will join Whizz Kids at a cost to parents.

## **Education Penalty Notices**

An Education Penalty Notice can be issued by the Local Authority for the following reasons:

- At least 10 sessions of absence (am or pm) within a period of no more than one term or two half terms following a warning letter from the Local Authority;
- At least 10 sessions (am or pm) of unauthorised leave of absence following a request for leave that was not an exceptional circumstance;
- Leave of absence taken during term time without parents requesting authorisation from the school;
- A pupil arrives after the registers have closed (marked with code 'U') on 10 or more separate occasions in any one term.

Fixed Penalty Notices will be issued by post.

Payment of a Fixed Penalty Notice is **£60 if paid within 21 days** and **£120 if paid after this time but within 28 days**. Fixed Penalty Notices are restricted to 2 per pupil per parent in any academic year.

For example:

2 children = £120 per parent = £240 for 2 children with 2 parents (within 21 days)

The Local Authority retains any revenue from the Fixed Penalty Notices to cover enforcement costs. Non-payment of a Fixed Penalty Notice will result in the withdrawal of the notice and may trigger a prosecution of parents/carers by the Education Social Welfare Service under Section 444 Education Act 1996. There **is no right of appeal** by parents/carers against a penalty notice.

## **Attendance Policy**

The school's Attendance Policy can be viewed by request at the school office or via the school website

<https://www.woodchurchceprimary.com/>

**A child friendly document about attendance is also available.**

