

## What do our schools expect from you and your child?

- Punctual and regular attendance.
- Routine medical appointments (dentist, doctors, opticians) to be taken out of school hours.
- For the school to be contacted on the first day of absence before 9.15am, should your child be unable to attend.
- To provide the reason for absence and give an estimate of how long your child is likely to be away from school.
- To ensure your child remains at home during the illness (unless attending a medical appointment associated with the illness).
- To avoid holidays – children have 13 weeks of school holidays, therefore we do not support the taking of holidays in term time.
- To contact school as soon as possible in cases of family emergency requiring your child to miss school.

## Why is high attendance so important?

- High attendance gives pupils the best chance of being successful at school.
- High attending pupils make better progress and get better results than pupils with poor attendance.
- High attending pupils are able to be involved in all the activities which the school runs.
- High attending pupils tend to have better social and friendship skills.
- High attendance is particularly important at the start of terms when classes are new, or where there are planned assessments being held at the school.

You may find it useful to write in the class or form group your child is in and the teacher's name.

Class/Form Group.....

Teacher.....

## Where attendance is poor

- The Education Welfare Officer works with our schools to monitor attendance.
- Where attendance is a cause for concern the Education Welfare Officer will contact home to offer support on how to improve attendance.
- Where attendance remains poor a referral may be made to the Local Authority's Education Investigation Service for consideration of legal action.
- If found guilty of failing to ensure regular attendance parents can be fined up to £2,500 and/or up to 3 months imprisonment.
- Worcestershire County Council can also issue penalty notice fines of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.

## Do you think 90% attendance is good?

### If your child has 90% attendance then:

- He or she will miss the equivalent of half a day a week, which is 19 days in the school year or nearly 4 weeks.
- From Reception to Year 4 he or she will miss over 18 weeks, which is half a school year.
- From Reception to Year 11 he or she will miss over 52 weeks, which is a school year and a term.

## Contact details

*Batchley First School* **01527 62926**

*Birchensale Middle School* **01527 68430**

*Holyoakes Field First School* **01527 62928**

*Oak Hill First School* **01527 528523**

*St George's CE First School* **01527 62263**

*St Luke's First CE School* **01527 541219**

*St Stephen's CE First School* **01527 63911**

*Tardebigge CE VA First School* **01527 872886**

*Trinity High School* **01527 585859**

*Woodfield Academy* **01527 527081**

*Education Welfare Officer* **01527 585859**

# School Attendance Matters

**Information for parents and carers**  
**We have a common approach to improving the attendance of pupils in our schools**

*Batchley First School*  
*Birchensale Middle School*  
*Holyoakes Field First School*  
*Oak Hill First School*  
*St George's CE First School*  
*St Luke's CE First School*  
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*Trinity High School*  
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