

September 2023

School attendance – A very important message for all parents and carers

Dear Parent/Carer,

This is an important update about school attendance for the 2023/24 academic year.

Highweek Community Primary & Nursery School is working in partnership with parents and the Local Authority to improve school attendance.

A big thank you to the majority of parents who make sure their children attend school regularly!

Your efforts, working in partnership with the school, will ensure that your child will have the best chance to achieve their academic potential and have real opportunity in further education and the world of work. It will also enable your child to:

- access the lessons needed to achieve their expected grades
- maintain friendships and develop new ones
- have access to social and sporting events offered by the school
- explore potential life skills
- develop work habits such as good punctuality which are essential to thrive in the world of employment

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

Highweek Community Primary & Nursery School
 Headteacher: Ms Claire Redwood
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If you are worried about your child/children's attendance the first port of call is to discuss your concerns with the school directly. The school has specialist staff who may be able to help, and all schools work closely with Early Help, health and the local authority teams who may also be able to help if needed. We are committed to supporting you so it's important you contact us as soon as you have concerns.

Being on time is also vital. Arriving late at school can be very disruptive for your child, their teacher and other children in the class.

5 minutes late every day	3 days of learning missed each year
15 minutes late every day	2 weeks of learning missed each year

What are Highweek's expectations?

We expect that ALL children:

- Attend school every day school is open except for unavoidable reasons and medical issues
- Arrive at their classroom by **8.50am** when learning begins

What is the morning procedure?

- The school gates open at 8.40am.
- The school gates close at 8.50am
- The register is taken at 9.00am.
- Children arriving **after 8.50am will need to sign in at the main school reception and give a reason for lateness.**
- Children arriving **after 9.00am are deemed to be late and will be recorded as this.** They will need to enter the school via the main school entrance and be signed in. Children arriving **after 9:15am** will have missed the close of registration and will be recorded as having an **unauthorised absence for the morning session.**

What if my child is ill or other circumstances prevent my child being in school?

We know that events come along – children become unwell and medical appointments need to take place. If your child is not going to be in school – for example if they are unwell - please inform **the school office by 8.30am**. If we do not hear from you by **9:00am** there will be a follow up call from a member of the Admin team. Should we be unable to contact you, as a duty of care, we will instruct a member of our safeguarding team to undertake a welfare check which will involve a visit to your home.

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What if my child has a medical or dental appointment?

We encourage parents to make medical and dental appointments **out of school hours** where possible. We appreciate that at times, emergency appointments will be necessary. If you intend to take your child out of school for an appointment, please notify the school office as soon as possible.

We would like to thank parents who continue to prioritise attendance for their child, in support of their learning and anticipate your continued support.

We wish you and your child/children all the best for the new academic year.

Claire Redwood

Headteacher

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