

# Attendance Information For Parents/Carers

# W

# WOODSIDE



## Why Attend School Regularly?

For most pupils, the best place to be during term-time is in school, surrounded by the support of their friends and teachers.

This is important not just for your child's learning, but also for their overall wellbeing, wider development and their mental health. It's not just children who fail to attend school who miss out, but those around them too.

We're working with Shropshire Council and other partner agencies to improve attendance to ensure children have the best start to life.

Every moment in school counts and days missed add up quickly. Evidence shows that pupils who have good attendance enjoy better wellbeing and school performance than those who don't. Please follow this link for a short video on shared experiences [https://www.youtube.com/watch?v=wihXQg\\_oe6U](https://www.youtube.com/watch?v=wihXQg_oe6U)

The school day is split into two sessions – one session counts as a morning or afternoon spent in school. There are only a few occasions where a child is legally allowed to miss school such as illness or where the school has given permission because of an exceptional circumstance.

Please contact school using useful contacts found at the end of this booklet for support around attendance/punctuality. We are here to listen, understand and support where we can. However, in cases where this support does not bring about a positive change then local authority can intervene and you may be issued a fine.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If we are not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

## What attendance percentage means

There is a definite link between good attendance and attainment. At Woodside we know excellent attendance is the key to our children achieving their full potential not just academically but socially and emotionally.

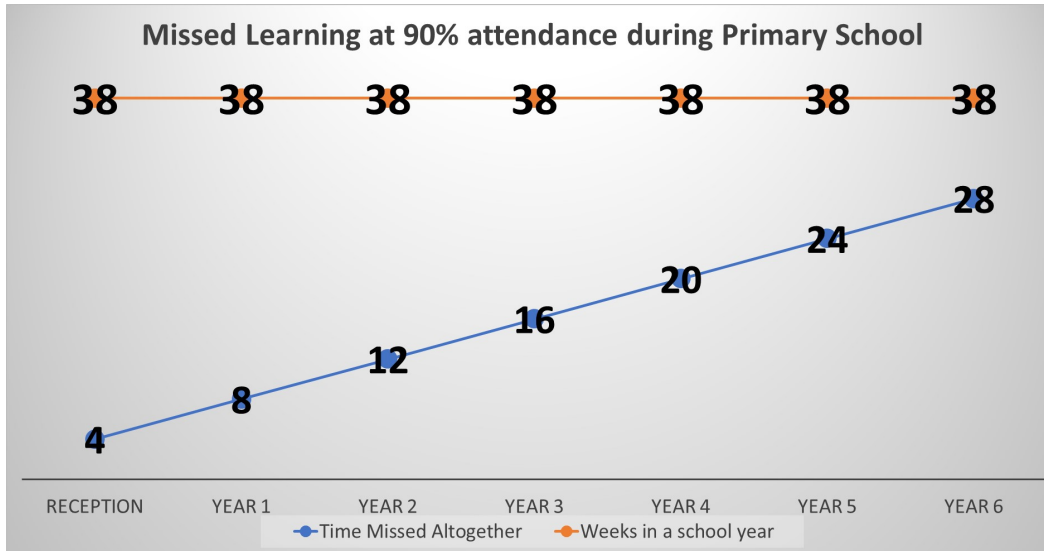
Being at school every day means:

- Learning new skills and gaining knowledge.
- Making friends.
- Having lots of fun.
- Building lasting relationships and understanding others.
- Taking part in a wide range of activities.
- Being creative.
- Preparation for secondary school and future life.

Days Off	Missed Time	Percentage
<b>1</b>	<b>1 day</b>	<b>99.5%</b>
<b>2</b>	<b>2 days</b>	<b>99%</b>
<b>3</b>	<b>3 days</b>	<b>98.5%</b>
<b>4</b>	<b>4 days</b>	<b>98%</b>
<b>5</b>	<b>1 week</b>	<b>97.5%</b>
<b>10</b>	<b>2 weeks</b>	<b>95%</b>
<b>15</b>	<b>3 weeks</b>	<b>92.5%</b>
<b>20</b>	<b>4 weeks</b>	<b>90%</b>
<b>25</b>	<b>5 weeks</b>	<b>87.5%</b>
<b>30</b>	<b>6 weeks</b>	<b>85%</b>
<b>35</b>	<b>7 weeks</b>	<b>82.5%</b>
<b>40</b>	<b>8 weeks</b>	<b>80%</b>

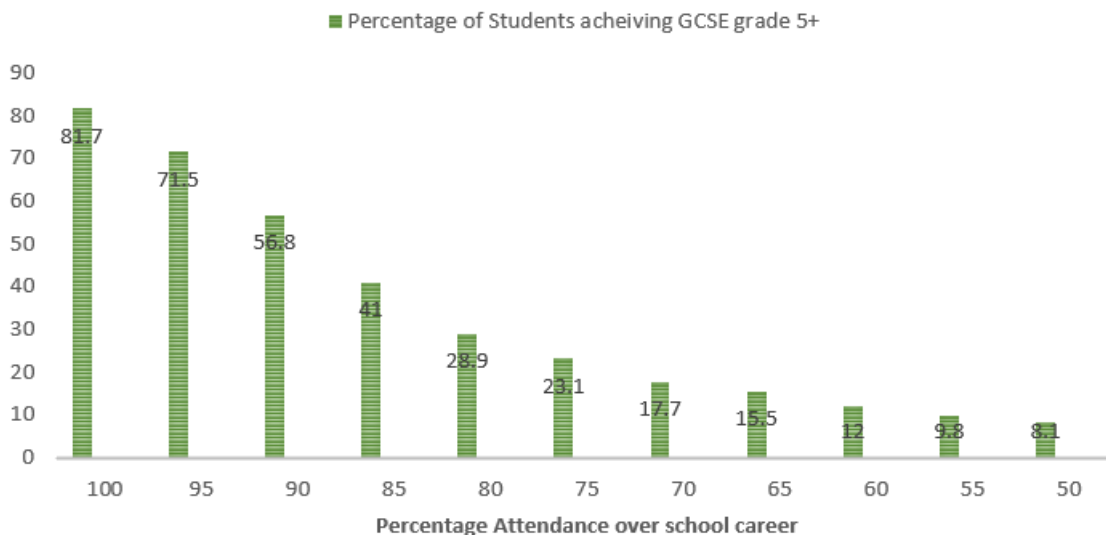
## How attendance affects achievement

90% attendance is the equivalent of 4 weeks absent from school each year, or half a day absent each week. Over the whole of primary school 90% attendance every year equates to 28 missed week, almost a whole academic year.



As your child is in Primary school you may not be thinking of GCSE's yet. However, attendance in primary school affects GCSE attainment and future success. Attendance below 95% in primary school negatively affects your child's attainment and achievements in later life.

## CHANCE OF 5+ GCSE GRADE



## Illness

When your child is unwell, it can be a hard decision on whether to keep them off school and a few simple guidelines can help. Not every illness needs to keep your child from school. If you are unsure whether your child is well enough to come to school please send them in. If they are ill during the day we will ring you.

When deciding whether to send your child to school ask yourself:

- Is my child well enough to do the activities of the school day?
- Could their condition be passed on to other children or staff?
- Would I take a day off work for this condition?

**If children have vomiting and/or diarrhoea relating to infection they MUST remain off school for 48 hrs after the last episode.**

This is to reduce risk of illness being passed on and is advice taken from the Local Health Authority.

**HSC Public Health Agency**

# Do I need to keep my child off school?



<b>Chicken Pox</b> At least 5 days from onset of rash and until all spots have crusted over	<b>Conjunctivitis</b> No need to stay off but school or nursery should be informed	<b>Diarrhea &amp; /or Vomiting</b> 48 hours from last episode	<b>Respiratory Illness</b> (e.g colds & flu) Can return when no longer have a high temperature and well enough	<b>Glandular Fever</b> No need to stay off but school or nursery should be informed	
<b>Hand, foot &amp; mouth</b> No need to stay off if well enough, but school or nursery should be informed	<b>Impetigo</b> Until lesions are crusted & healed or 48 hours after commencing antibiotics	<b>Head Lice</b> No need to stay off but school or nursery should be informed	<b>Measles</b> 4 days from onset of rash	<b>Mumps</b> 5 days from onset of swelling	<b>German Measles (Rubella)</b> 5 days from onset of rash
<b>Scarlet Fever</b> 24 hours after commencing antibiotics	<b>Scabies</b> Until after first treatment	<b>Slapped Cheek</b> No need to stay off but school or nursery should be informed	<b>Threadworms</b> No need to stay off but school or nursery should be informed	<b>Tonsillitis</b> Can return when no longer have a temperature and well enough, school or nursery should be informed	<b>Whooping Cough</b> 48 hours after commencing antibiotics

## Unexpected Absences

If your child is going to be unexpectedly absent you must inform us **each day that they are absent**. You can:

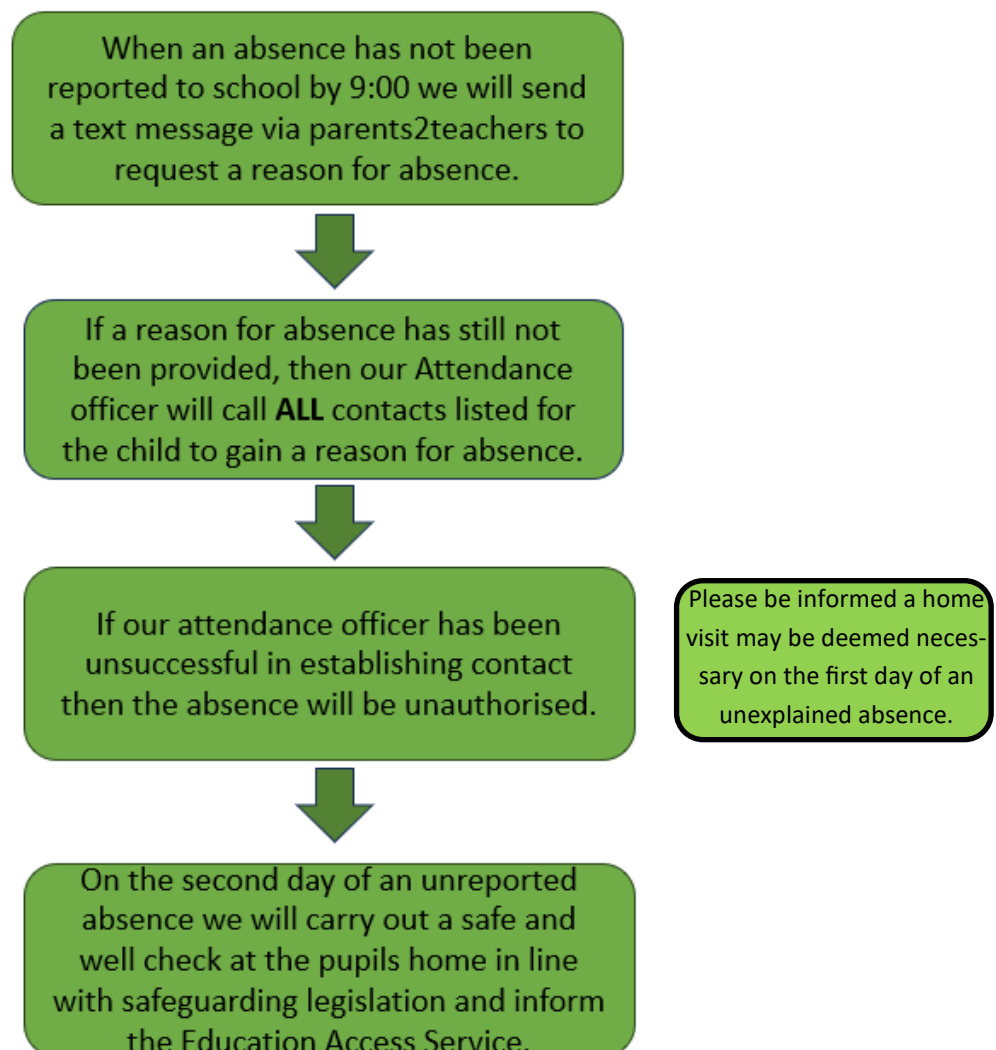
**call (01691 652446)**

**text (07786 201172)**

**Or email (admin@woodside.shropshire.sch.uk).**

If we have not heard from you by 9.00 am then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence. If we still have not been able to ascertain where your child is then we may do a home visit, ask the Education Welfare Officer to visit or contact the police as your child will then be classed as a 'missing child'. This is to ensure that you and your child/children are safe.

**This procedure is a legal requirement to ensure the welfare of all family members.**

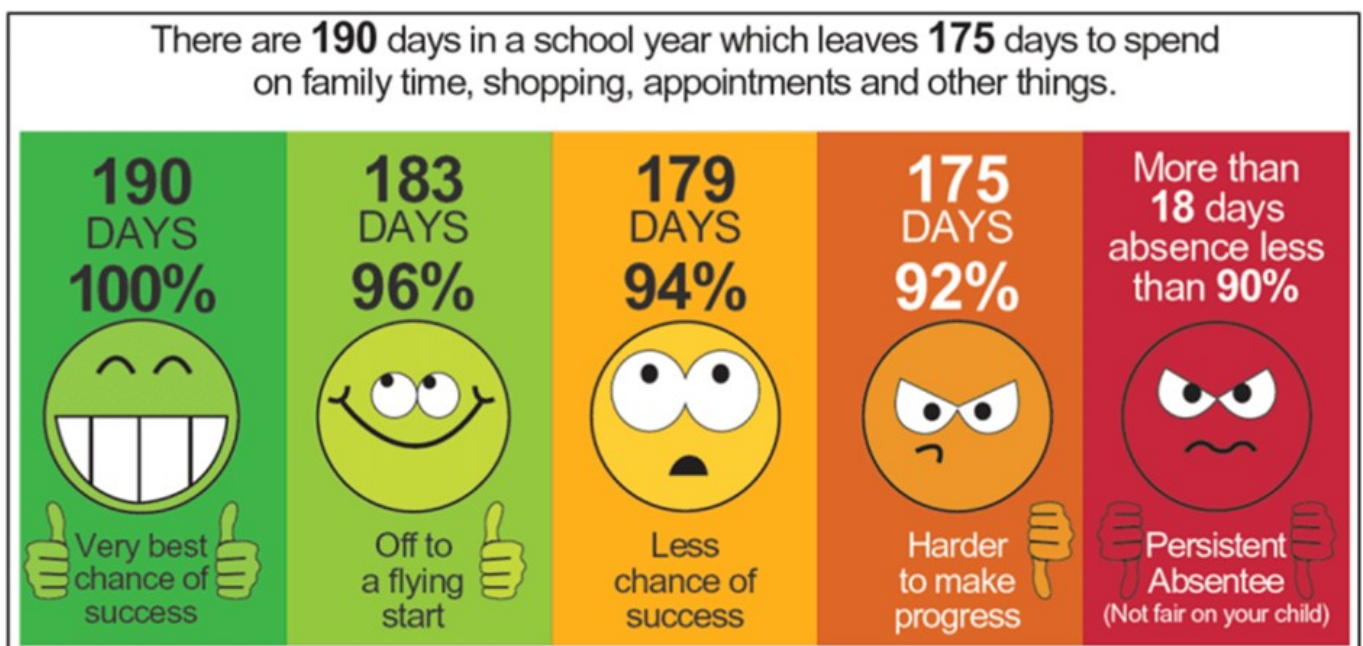


## Holidays

**Please think carefully before taking your child out of school during term time and consider the effect on their chance of success.**

By law you must ask for permission for your child to miss school. **There has been a recent change whereby the option for headteachers to grant leave of absence for the purpose of a family holiday during term time in 'special circumstances' has now been removed.** Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance, and it's felt to be for exceptional circumstances and something that is unlikely to be repeated in a child's lifetime. Family holidays are not deemed an exceptional circumstance. All unauthorised leave of absence will be subject to Shropshire Council and government guidance and procedure, which includes fixed penalty notices.

From August 2024, the fine for unauthorised school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. This rate is in line with inflation and is the first increase since 2012.



## Punctuality

Poor punctuality or leaving before the end of the school day is not acceptable. When pupils arrive late and/or leave early it disrupts lessons. This can be embarrassing for the child and can in turn encourage absence. It is also extremely disruptive for the rest of the class.

Please aim to have your child here on time as this helps them to settle into the day and catch up with their friends before school starts. Children arriving after Registration closes will receive a Late Mark on the register.

If your child is <b>5 minutes</b> late they lose	25 minutes a week	1 hour 40 minutes a month	2 hours 30 minutes a half term	5 hours a term  This is equivalent to over 1 full day	16 hours 15 minutes a school year  This is equivalent to over 3 days
If your child is <b>10 minutes</b> late they lose	50 minutes a week	3 hours 20 minutes a month	5 hours a half term  This is equivalent to 1 full day	10 hours a term  This is equivalent to 2 full days	32 hours 30 minutes a school year  This is equivalent to over 6 full days
If your child is <b>15 minutes</b> late they lose	1 hour 15 minutes a week	5 hours a month  This is equivalent to 1 full day	7 hours 30 minutes a half term  This is equivalent to over 1 full day	15 hours a term  This is equivalent to 3 full days	48 hours 45 minutes a school year  This is equivalent to over 9 full days
If your child is <b>20 minutes</b> late they lose	1 hour 40 minutes a week	6 hours 40 minutes a month  This is equivalent to over 1 full day	10 hours a half term  This is equivalent to over 2 full days	20 hours a term  This is equivalent to over 4 full days	65 hours a school year  This is equivalent to 13 full days

### **Ways you can help your child**

- Help your child to develop routines.
- Develop a night time routine for homework, reading and bed.
- Get everything ready for school the night before.

**Children who are persistently late for school will be referred to the Education Welfare Officer.**

## **Registration Times**

Reception	8.25 am
Year 1	8:30 am
Year 2	8.30 am
Year 3	8.30 am
Year 4	8.30 am
Year 5	8.25 am
Year 6	8.25 am

## **Medical Appointments**

Please ensure all routine medical appointments are made out of school hours. Please provide evidence of medical appointments (including doctor and dental appointments) to the school or office or [admin@woodside.shropshire.sch.uk](mailto:admin@woodside.shropshire.sch.uk).

Attending a medical or dental appointment will be counted as authorised as long as you notify the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours when possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary and are expected to return to school following their appointment.

## We're Here To Help

If you feel you require support regarding your child's attendance or punctuality there is support available. Please contact school on 01691 652446 and we will be more than happy to help you.

## Useful Contacts

### In school

Woodside School: 01691 652446

Woodside mobile: 07786 201172

clay.s@woodside.shropshire.sch.uk

marshall.s@woodside.shropshire.sch.uk

admin@woodside.shropshire.sch.uk

### Outside school

Citizens Advice: 0344 499 1100

Autism West Midlands: 0121 450 7582

Parenting Team: 01743 250950

Early Help advice : 0345 6789021

Local Offer:

[www.shropshire.gov.uk/the-send-local-offer](http://www.shropshire.gov.uk/the-send-local-offer) **or** search Shropshire Family Information Directory.

## Every School Day Counts



## Every Minute Counts

### LATENESS = LOST LEARNING

(Figures below are calculated over a school year)

5 Minutes late each day	3 days lost!
10 Minutes late each day	6.5 days lost!
15 Minutes late each day	10 days lost!
20 Minutes late each day	13 days lost!
30 Minutes late each day	19 days lost!

Be at the  
classroom on  
time and ready to  
learn!