

How You Can Help

You can help your child by:

- ★ Setting them a good example. Put school things first, it matters!
- ★ Getting everything ready for school the night before.
- ★ Setting the alarm clock for the same time every day.
- ★ Making sure they have a regular bedtime.
- ★ Arriving at school for 8.40am.
- ★ Talking to the Headteacher or Family Support worker if there is a problem with attendance.
- ★ Making use of our Breakfast Club.

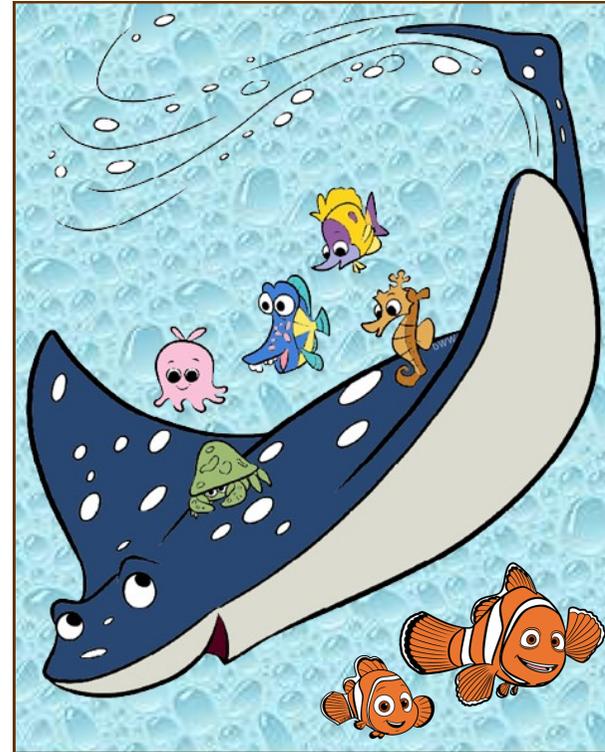


Put school things first, it matters!

REMEMBER: LOST LEARNING IS HARD TO FIND!

Further Information

- ➔ Please see our Attendance Policy – available to view in school reception or on our website.
- ➔ Visit <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-parents/milton-keynes-council-school-attendance>



Parent Guide

Wood End First School



Attendance

*The success of this policy depends on the help and support of parents.
Please discuss this Parent Guide with your children.*

Improving attendance at Wood End First School is the responsibility of everyone in the school community – parents, pupils, Governors and all staff.

Aims

Wood End sees regular school attendance as essential for all pupils if they are to be successful and aims to work in partnership with parents to ensure the highest possible levels.

Responsibilities of Parents/Carers

- ★ Parents/carers must ensure that their child attends school regularly, punctually, properly dressed and equipped, and in fit condition to learn.
- ★ If a child is prevented for any reason from attending, parents must notify the school on the first day of absence by phone before 9.30am. If not, the school office will phone you.
- ★ On some occasions, if we cannot get hold of you, we may carry out a home visit.
- ★ A pupil's absence from school will be considered as unauthorised until a satisfactory explanation is received from the parent. This may place you at risk of prosecution and of receiving a financial sanction.
- ★ Parents will be informed promptly of any concerns which may arise over a child's attendance. You will receive a letter from the school if your child's attendance drops below 95%.
- ★ Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.
- ★ If your child fails to attend school regularly, you may be guilty of a criminal offence.

Parents whose first language is not English or who have literacy issues will be offered appropriate support from school in matters of communication.

Whenever your child is away from school:



- ★ Contact the school office by 9.30am on the first day of absence.
- ★ Request permission for leave of absence from the Headteacher where appropriate and fill in the absence request form.

Whenever possible, make medical or dental appointments for after school and during the school holidays. If your child's absence is below 90%, you may be asked to provide further evidence of their absence.

Holidays

Holidays will not be authorised. Request for leave of absence during term time due to exceptional circumstances can be made using the school form. The Headteacher is highly unlikely to authorise more than 5 days of absence per school year. If your child's attendance is below 90%, your request will be automatically declined.

Encouraging Good Attendance



To encourage good attendance we:

- ✓ Give class rewards for good attendance.
- ✓ Give weekly stickers for 100% punctuality and attendance.
- ✓ Award certificates each half term for children who have 95% or above attendance.
- ✓ Give attendance certificates for 100% attendance each term.
- ✓ Send attendance badges on Marvellous Me.

Children will also be rewarded if they show significant improvement in their attendance or punctuality.

☺ **Authorised absences** are for example:

- ✓ Genuine illness.
- ✓ A hospital appointment for the child that can't be made outside school hours, as long as evidence (e.g. a letter/text) is produced.
- ✓ The death of a near relative.
- ✓ Religious festivals – you must ask in advance for time off for religious reasons. Only one day of the actual religious festival/celebration will be authorised.



Genuine illness

☹ **Unauthorised absences** are for example:

- ✗ A birthday or Christmas treat.
- ✗ A shopping trip.
- ✗ Oversleeping because of a late night.
- ✗ Washed uniform was not dry in time.



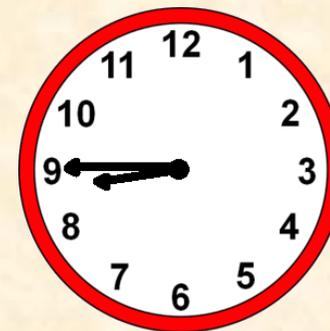
*Oversleeping
because of a
late night*

Being at School

We recognise that being at school on a regular basis provides vital foundations for long-term learning and success. Parents/carers are partners in making education a success and in ensuring that all children have full and equal access to all that school has to offer.

08:45

*Aim to arrive at school
five minutes before
the bell rings.*



School Times

We ask that children arrive in school promptly.

8.45am Door opens

8.55am Internal bell rings to indicate start of official school day
Side door shuts

After 8.55am, late children must enter through main reception and parents sign the child's late form. Their record will be updated with 'L' for late.

Children must be in their classrooms promptly.

Aim to arrive at school five minutes before the bell rings.

It is the responsibility of parents/carers to make sure that children attend school regularly and on time.

