



Wrockwardine Wood Infant School & Nursery
Church Road, Wrockwardine Wood, Telford TF2 7AH

Executive Headteacher: Mrs J Gascoigne

Telephone: 01952 387860

Email: A2116@taw.org.uk H2116@taw.org.uk

Website: <http://www.wrockwardinewoodinfant.org.uk>

23 September 2024

Dear Parents/carers,

At Wrockwardine Wood Infant School & Nursery, we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our children. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

Why regular attendance matters

Consistent school attendance allows your child to:

- ✚ Fully engage in learning and make academic progress.
- ✚ Develop critical social skills by interacting with their friends and teachers.
- ✚ Grow in confidence in a supportive and nurturing school environment.
- ✚ Build a sense of routine and responsibility, essential for future success.

Attendance support

We understand that some children may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to children and families in such situations. If you encounter any difficulties related to attendance, please do reach out to:

- ✚ Mrs Gascoigne-Executive Headteacher
- ✚ Miss Teale- Learning Mentor and Pastoral Lead
- ✚ Mrs Pike- Education Welfare Officer (EWO)

Acceptable reasons for absence

We recognise that there are circumstances where a child's absence can't be avoided.

Acceptable reasons for being absent from school include:

- ✚ **Illness:** when your child is unwell, either physically or mentally, and unable to attend school.
- ✚ **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card).
- ✚ **Religious observance:** we respect the diverse cultural and religious backgrounds of our children. If your child needs to be absent for religious observance, please submit a request and the headteacher will review it.






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 **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence.

How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. **Contact the school:** on the day of the absence, please call the school office before **08:40** to inform us about your child's absence.
2. **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records.

If you do not report your child's absence and we have not been able to contact, you to establish why your child has been absent we will ask you to complete a written form upon your child's return.

Term-time holidays

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the headteacher well in advance. The headteacher will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the child's educational welfare as the utmost priority. We appreciate your co-operation and understanding regarding our approach to term-time holidays.

Sanctions for unauthorised absence

The headteacher may issue a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine will consider whether the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors.

Before a fine is issued, you may receive a notice to improve to give you a chance to engage with support.





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Rewards for good attendance

We value and recognise good attendance at Wrockwardine Wood Infant School & Nursery. Children who maintain excellent attendance records throughout the academic year are eligible for special rewards and recognition.

- ✚ Each week a winning cup is presented to the class with the best attendance.
- ✚ Individual certificates will be presented to children who have 100% attendance each term.
- ✚ Improved attendance certificates will also be awarded to children when appropriate.

Let's work together to celebrate and encourage regular attendance.

My question hasn't been answered here

Please get in touch with a member of our attendance team named above with any further questions, and we'll be happy to discuss them with you.

Thank you for your co-operation in making sure your child receives the best possible educational experience.

Yours sincerely,

Mrs Jenny Gascoigne. *BA (Hons) PGCE*

Executive Headteacher

