

Attendance

Our attendance target is 96%. We closely monitor attendance in collaboration with our School Attendance Officer (SAO) and if your child's attendance falls below the Government recommendation of 92% further action will be taken by the SAO. Our SAO visits school every fortnight and alongside the school's Pastoral Lead, checks attendance and lateness.

Please make sure you inform the office before 10am if your child will not be in school.

You can let us know preferably by telephone 0161 761 1253 or by email at woodbank@bury.gov.uk.



Absence in term time

The school year includes 13 weeks when children are on holiday. If you wish to take your child out of school, a formal request must be made to the Head Teacher before holidays are booked. Please remember that you do not have a legal right to take your child or children out of school for holidays during term time.

Every Day Counts!

No days lost	10 days lost	19 days lost	29 days lost -the same as half a term!	38 days lost	47 days lost
100%	96%	90%	85%	80%	75%
190 School days each year	180 days of education	171 days of education	161 days of education	152 days of education	143 days of education
GOOD Best chance of success - get your child off to a flying start		WORRYING Less chance of success. Makes it harder for your child to progress		SERIOUS CONCERN Not fair on your child Possible court action	

The Government classes any pupil with 90% attendance or below as 'persistently absent'

Illness, Medical and Dental Appointments



If your child is not well enough to be at school then they should be home or with other carers. They should not be out and about at the supermarket for example.

Please try to organise doctor and dentist appointments out of school hours. There will obviously be times when this is not possible but we ask that these are kept to a minimum.

If taken out for appointments during school time, school will require proof of this appointment and will expect the child to be in school before or after the appointment.

Lateness



At 8.55am the bell rings and children should be on the playground ready to line up to go into school. Once children are in school the doors are closed.

If you arrive after 9.00am you must bring your child to the main entrance and sign them in, giving a reason for lateness. Signing your child in provides a record that your child is in school and we then know to include them in the register should there be a fire emergency.

If you know you are going to be late please call the school office (0161 761 1253) as soon as possible. This helps with registration and dinner administration.

If your child is persistently late for school the school's Pastoral Lead will contact you to arrange a meeting to discuss this.

He/ She is only missing just....	That equals....	Which is....	and over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly Half a year
20 minutes per day	1 hour 40 mins per week	Over 2.5 weeks per year	Nearly 1 year
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 and a Half years
1 hour per day	1 day per week	8 weeks per year	Over 2 and a Half years

How to Request Holiday Absence During Term Time

New Government legislation states that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances.

If you would like to apply for leave of absence an absence request form must be completed and returned to the Head Teacher who will respond to all requests.

Please remember that you do not have a legal right to take your child or children out of school for holidays during term time.

More detailed information can be found on the school's Attendance Policy which is available from the school office and on the website (www.woodbank.bury.sch.uk)



Term dates are available on the school website or from the school office so that you can plan holidays accordingly

Unauthorised Absences

An absence will be marked as unauthorised if the school does not receive an explanation for it, or if an

appropriate reason is not given (illness or a medical appointment for example)

Unauthorised Absences include:

N = no reason given for not being in school

U = late arrival in school after 9.15am

G = Holiday not agreed

O = Unauthorised absence

Please note that absence due to family birthdays will be recorded as unauthorised.

Unauthorised absences reflect badly on the school as a whole so we obviously try to keep these to a minimum. We ask all parents to respect this and to help maintain our high attendance levels .

Come and Talk to us



If you would like to further discuss attendance and/or holidays during term time, please contact the office to arrange a meeting with the Head Teacher or school's Pastoral Lead.
Tel: (0161) 761 1253

Written by: Mrs Garforth, Pastoral Lead
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Attendance and Punctuality

A Guide for Parents

