

Attendance procedures at Woolton Primary School

Attendance of our children is closely monitored by our Headteacher, Ms. J. Ngenda and Pastoral Support Leader Mrs H Graham. They check pupil attendance regularly to see if action is required.

First day response calls will be made if a child does not attend school. If attendance drops to 90% pupils are identified as Persistent Absentees (PA) and a formal letter will be issued to parents/carers about their child's attendance. A pupil becomes a Persistent Absentee if they miss 10% across a school year for whatever reason.

Woolton Primary School works with a Local Authority Education Welfare Officer (EWO) Mrs. C. Burleigh. The EWO monitors attendance regularly to check if further action is required.

How you can help

Aim for ten hours sleep a night for your child. This makes the following day easier for them to cope with.

- ✓ Make sure your child eats breakfast
- ✓ Help your child develop routines
- ✓ Get their school bag ready the night before
- ✓ Develop a night time routine that involves checking homework, reading and bed
- ✓ Never arrange holidays in term time
- ✓ Try to make medical/dental appointments outside school hours
- ✓ If your child is ill report this to the school office on the first day of absence

Attendance Rewards

Thank you for your support in ensuring your child attends school regularly. Children demonstrating regular attendance are rewarded in different ways at WPS from 100% awards to class awards, improvement awards and whole school rewards.

Ask your child about Monday awards and Friday Surprise!

At WPS we love it when as many children as possible are in school every day. This means we can all make the most of every learning experience.



Woolton Primary School Supporting your child to achieve excellent attendance

Information for Parents and Carers 2024 - 2025



Woolton Primary School
Out Lane
Liverpool
L25 5NN

www.wooltonprimary.com

November is Attendance Awareness Month at WPS.

Attendance Counts



Be 
here!

Everyday, all day, all the way!



School Every Day

At Woolton Primary School we know that excellent school attendance is the key to successful schooling and we want to ensure our children have the best educational experience.

Attending school every day will help give your child the best possible start in life.

The best attendees achieve the best grades

Going to school every day means:

- ✓ Learning new skills
- ✓ Making friends
- ✓ Having lots of fun
- ✓ Building new relationships
- ✓ Taking part in exciting activities

You can help us to help your child by encouraging regular school attendance. Regular attendance ensures children have the best chance to succeed, develop their confidence and to make and keep lasting friendships.

Although we aim for 100% attendance each year we set a target for attendance. This is used to compare us to other schools nationally. Our target is 97%.

We expect regular attendance

Reducing Illness Days

If your child is saying they feel unwell and you are unsure whether this warrants a day off, please send them to school. If they are truly ill then we will contact you. Poor punctuality or leaving before the end of the school day is not acceptable. School data shows a link between poor attendance and underachievement.

Pupils who are late or leave early can also disrupt lessons, which can be embarrassing for the child and disrupt the rest of the class.



Missing just 10 minutes of school a day is the same as missing two weeks over the year

*School starts at 8.55 am and ends at 3.15 pm



Medical Appointments

If your child has to have a medical appointment in school time please do your best to arrange this after 2 pm, then your child can have their registration mark for the afternoon before you pick them up. If it needs to be in the morning please try to bring them to school first to get their mark and return them to school afterwards.

Every half day absence has to be classified by school as authorised or unauthorised. This is why information about the cause of any absence is always required.

Authorised absences are absences from school with a good reason like illness, where a child is too ill to attend, medical appointments which unavoidably fall in school time and emergencies or other unavoidable cause.

Unauthorised absences are those that school does not consider reasonable and for which no leave has been given. This type of absence can lead to the authority using sanctions or legal proceedings.

Holidays from school

Please think carefully before taking your child out of school during term time. In law you must ask permission for your children to miss school. Leave in term time will only be agreed where the Headteacher feels there are exceptional circumstances.

It is unlikely leave will be agreed if attendance is already a concern and there are unauthorised absences.

Parents/Carers who take a child of compulsory school age on holiday without permission may be issued with a Penalty Notice.

To help your child succeed in school, you should:

- ✓ Arrange family holidays to coincide with school holidays.
- ✓ Never take your child out of school when there are important tests or assessments
- ✓ Be aware of the potential impact on your child's education

There is no automatic entitlement in law to take time off in school time to go on holiday.

Punctuality

Please make sure you are on time for school every day so you don't miss any valuable learning time

