



Attendance and Punctuality at West Twyford Primary School

Important information for all Parents

All children are expected to achieve 96% attendance.

- Attendance of 96% is regarded as good by Ofsted.
- Attendance below 96% is cause for concern and needs improvement.
- Children with attendance below 90% are regarded as persistent absentees and can be referred to the Educational Welfare Officer.
- Every day counts!

Holidays

Requests for holidays or requests for travelling to visit relatives will **NOT** be authorised under any circumstances. Please note this includes requests to visit relatives who are unwell.

Families who take holidays or travel in term time will be issued with a penalty notice.

Every day counts!

If your child's attendance during the school year is:	Your child will have lost:	Or they will have missed:
95%	9 days	50 lessons
90%	19 days	100 lessons
85%	29 days	150 lessons
80%	38 days	200 lessons
75%	48 days	250 lessons

Exceptional or special leave

In exceptional circumstances, parents/carers must make a request to the Headteacher. Please note that it is very unusual for the Headteacher to be able to authorise absence from school.

It is vital that requests are made before making any bookings and documents must be provided to support the application.

In making the decision, the Headteacher will consider the reasons for the absence, your child's current attendance percentage and any previous applications and absences.

Children whose attendance falls below 90% are classified as persistent absence and are regularly referred to Education Welfare service who will then contact parents/ carers.

In serious cases penalty notices (fines) are issued for unauthorised absence. These are currently £120 per person.



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