



# Gorsewood Primary School

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Headteacher: Miss E Jackson

15<sup>th</sup> September 2022

Dear Parents/Carers

## Attendance and Punctuality

Attendance and punctuality has always been a priority at Gorsewood. Ensuring a child attends school is the legal responsibility of the parent/carer and we aim to work with all parents/carers to promote good attendance!

Any absence affects the pattern of a child's schooling and recurrent absence can seriously affect learning and progress. Pupils' absence also disrupts teaching routines, which can then affect the learning of others in the same class.

**Helping to create and maintain a pattern of high attendance is everybody's responsibility, parents/carers, pupils and all members of staff. We have made a great start to the school year and had 98.9% whole school attendance last week. We continue to aim for 100% though!**

To help us focus on excellent attendance we will:

- Monitor closely the attendance levels of all children from Reception to Year 6
- Inform parents/carers when there are concerns over attendance or punctuality
- If concerns continue we will invite parents/carers to come into school for discussion and set attendance/punctuality targets so that we can work together to ensure your child attends school and on time
- Engage the support of Education Welfare Services (EWO) where attendance continues to be a cause for concern
- Share your child's attendance record with you every term
- Celebrate good attendance and punctuality with rewards for classes and whole school

In school we use a traffic light system to monitor attendance. Bandings are explained below:

Band	%	Description
Gold	100%	This level of attendance will ensure that your child has the greatest opportunity to fulfil their potential.
Green	95-100%	Equivalent of up to 9 days/less than 2 weeks' absence. This level of attendance will ensure that your child has the greatest opportunity to fulfil their potential.
Orange	90-94.9%	Equivalent of up to 19 days/nearly 4 weeks' absence over the year Over the course of a full academic year, this level of attendance will begin to impact negatively on your child's progress and attainment.
Red	Below 89.9%	Equivalent of up to 29 days/nearly 6 weeks' absence over the year Over a full academic year, this is a high level of absence and your child's progress and attainment and potential is being held back.

### Understanding Absences

Attendance is calculated as a percentage on the number of possible sessions attended and the number of actual sessions your child has attended. Each school day is the equivalent of two sessions (morning and afternoon).

Any child who is absent from school will be recorded, by the school, as either authorised or unauthorised. This is why information regarding the cause of any absence is important and must be reported to school. If we do not receive a reason for absence it will be recorded as unauthorised.

**Authorised absences** from school must have a valid reason such as illness or dental/medical appointments that unavoidably fall in school time. Where possible appointments should be made outside of school time. The school should be informed of any appointments prior to them taking place and we may request appointment cards or doctors' letters before choosing to authorise an absence.

**Unauthorised absences** are those which school does not consider reasonable and for which no leave has been granted. This type of absence may lead to Education Welfare Officer (EWO) involvement.

Absence deemed to be unreasonable:

- Parents/carers keeping children off school unnecessarily
- Children who arrive at school too late to get a mark (after 9.30am)
- Shopping
- Birthdays
- Holidays in term time

**Punctuality**

Registers are marked at 9:00am and pupils will receive a late mark if they arrive after this time (L). Registers close at 9:30am and if a child arrives after this time they will, in accordance with regulations, receive a late after register closes mark (U). This shows them to be on site, however this does not count as a present mark and means the child will incur an **unauthorised absence**. **It is important that all children arrive on time at 8.55am to avoid late marks and not miss out on their learning.**

**Leave of Absence & Holiday Requests**

We expect that parents will arrange their family holidays during the school holidays so that their children do not miss school.

Changes to the Pupil Registration Regulations in September 2013 removed any reference to family holidays. School **may not** authorise any leave of absence unless it is for **exceptional circumstances**. A holiday is not classed as exceptional circumstances.

School is required to inform the Education Welfare Service of any periods of unauthorised absence from school. The Education Welfare Service will then consider if the issue of a Penalty Notice is appropriate.

All requests for leave of absence in term time must be made in advance in writing on the Leave of Absence Forms available from the school office.

**Absence Procedures**

Please call our dedicated absence line and leave a message before 9.30am. Alternatively you can text or email the school office.

If we do not receive a reason for absence, it will be counted as unauthorised. We are required to account for every child's absence and late arrival so your co-operation is essential. Any child who is late for school must be signed in at the school office.

As part of our safeguarding procedures, we carry out first day calling to all pupils who are absent but for whom no reason for absence has been received. School monitors pupil absence and contacts parents if we have not been provided with a reason for absence. If we are unable to make contact to confirm details of an absence we may carry out a home visit.

Gorsewood is committed to working with parents/carers and pupils to maintain the highest levels of attendance and punctuality possible. Good attendance and communication between school and families is the key to successful schooling and we will strive to work with parents/carers to ensure all children have excellent attendance and punctuality.

If you would like to see a copy of the Attendance Policy please speak to the school office.  
Thank you for your support.

Yours sincerely



Miss E Jackson  
Headteacher

