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Headteacher: Mrs V. Woollacott

7<sup>th</sup> February 2022

Dear Parents

### Re: Attendance Policy

Our Attendance Policy has been reviewed and updated. A copy is available on our school website [wfs.ttl.org.uk](http://wfs.ttl.org.uk) under About Us/Policies/Safeguarding Policies or via the following link:

<http://wfs.ttl.org.uk/wp-content/uploads/sites/16/2022/02/Westwood-First-School-Attendance-Policy-Feb-22-1.pdf>

It is extremely important that children are on time for school. Arriving late means that they miss out on key teaching and learning and many children find it uncomfortable when they have to walk into the classroom and everyone else is already working.

Children can come into school from 8.45am. The morning register is taken at 8.55am. Children arriving after the register has been taken but before 9.05am are recorded as late – L.

Registration closes at 9.05am. Children arriving at school after this time are “late - after registration closes” and this will be recorded as an unauthorised absence unless there is an acceptable reason for the lateness – U.

If a child is persistently late for school, then a penalty notice may be issued. “Persistent” means at least 10 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holidays. These late episodes do not need to be consecutive.

When children are regularly late, the time they missed really adds up and impacts on their learning. For example, over a school year if a child is 5 minutes late every day, it equates to 3 days absence. 15 minutes late every day = 10 days absent; 30 minutes late every day = 19 days absent.

We understand that there may occasionally be times when lateness is unavoidable but please try to make sure that your child is on time every day, to help their learning and also to set up good habits for the future.

Yours sincerely

Mrs V Woollacott  
Headteacher



Artsmark  
Gold Award  
Awarded by Arts  
Council England



The Talent  
Learning Trust