



Dear Parents and Carers,

Welcome back to the start of the new academic year.

Attendance to school is critical for a pupil's success. Our aim is that all pupils are in school all the time. We completely understand that children may be unwell during the course of the academic year, resulting in time off school. We also recognise that families will face different challenges at different times and we want to work with you, in partnership, to break down the barriers.

**In the event of absence parents are expected to contact the school to notify of any absence for each day of absence by 9am.**

In order to provide parents and carers with an accurate and prompt way of reporting absence, please choose from one of the options below to report absence:

- Email: [admin@wynstreamprimary.org.uk](mailto:admin@wynstreamprimary.org.uk) detailing your child's full name, reason for absence, year group, class and the name of their classteacher.
- Phone Call: 01392 284990, choose the (attendance) option and leave a message stating your child's full name, reason for absence, year group, class and the name of their classteacher.
- Come into the school office and report the absence in person.

### **Holidays & Avoidable Absences during Term Time**

For pupils to fully benefit from their education, good attendance is crucial. It is the policy of our school to celebrate achievement, and full attendance is a critical factor to a successful school career.

Should you be planning a trip it is a requirement that you complete an S2 request for absence form. These can be found on the school website:

<https://irp-cdn.multiscreensite.com/083adb9c/files/uploaded/Absence%20request%20form%20Feb%20202021.pdf>

### **Parental Responsibility**

I must take this opportunity to remind you, that should you choose to take your child out of school without the authorisation of the school, then Parental Responsibility Measures could be instigated. This will mean receiving any of the following:

- A Penalty Notice (assuming one has not been issued in the past 2 years)
- A summons to the Magistrate Court which could result in a fine of up to £2,500 and/or a term of imprisonment for up to 3 months.

Schools are required to notify the Local Authority if a pupil has a number of unauthorised absences. Unauthorised absences can be acquired when:

74 Burnthouse Lane, Exeter EX2 6AY  
Tel: 01392 284990  
Email: [admin@wynstreamprimary.org.uk](mailto:admin@wynstreamprimary.org.uk)  
Ms Elise Redman, Headteacher

1. Leave has been requested, but the circumstances are such that the school is unable to authorise the leave and it is taken anyway.
2. Leave is not requested and/or the school has grounds to believe that the child has been taken out of school for an avoidable reason (example – a family holiday). Only the Headteacher can authorise an absence. This year there have been occasions when schools have been notified that the pupil is sick, but the school later discovers and reasonable believes that the reason given for the absence is not genuine.
3. A child continually arrives late after the registration period has closed.

**This school will be notifying the Local Authority in all of the circumstances listed above**

Should a Penalty Notice be issued as a result of unauthorised absence then one notice will be issued to each parent/carer for each child involved.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

We understand the disappointment that the refusal of a leave request may cause. As you can appreciate this policy represents the school's responsibility and commitment towards providing your child's education and supporting their future life opportunities. We hope you will support us by ensuring that your child obtains the maximum benefit from their time at school by attending punctually for school.

We encourage parents and carers to use the online platform so that you are able to monitor your child's attendance percentage. Most importantly, it allows us to reflect on how much learning a pupil may have missed.

Over an academic year			
Attendance percentage	Days misses over	Weeks missed	Lessons missed
95%	9	2	54
90%	19	4	114
85%	29	6	174
80%	38	8	228
75%	48	10	288

Absence from school will often lead to gaps in knowledge. It can be hard for pupils returning to school who may have missed key learning content. If you need any support with this then please contact your child's class teacher or tutor who will be able to support with any information you require.



### **Providing medical evidence**

Attendance below 90% is known as persistently absent. In the first instance, it may be a requirement to present medical evidence for all periods of absence including GP consultation slips, appointment slips and hospital letters.

### **Helping you to break down the barriers**

As a school, we always want to take a positive and proactive approach to help our families. Should you feel that your child requires further support please do not hesitate to contact the school. Please reach out to us.

Some staff who may be of use for you to contact include:

- Elise Redman (Headteacher)
- Katy Tickle (Assistant Headteacher)
- Ben Westley (SENCo)
- Stuart Fraser (Safeguarding)
- Sarah Vickery (EYFS, Year 1 and Year 2 lead)
- David Coven (Character education lead)
- Emma-Leigh Partridge (administrator)

We are often on the gate before or after school so please speak to us in person or contact us via the school office (01392 284990 or [admin@wynstreamprimary.org.uk](mailto:admin@wynstreamprimary.org.uk) ).

I would like to wish everyone the very best this academic year.

Yours Faithfully,

Elise Redman