Attendance at William Gilbert Endowed C of E Primary School and Nursery

We know how well pupils do in school is linked to good attendance.

Momments Matter Attendance Counts

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|  | **Everyday** | **If your child is ill** | **If your child’s attendance is less than 90%** | **If we have serious concerns about attendance** | **Taking children on holiday / leave** |
| **Home Actions**A house in a circle with text  Description automatically generated | Bring your child to school every day.8:40 – 8:55am | Ring school and let them know why.(01332) 840 395Keep them updated. | Let us know why your child’s attendance is low.*You can see your child’s daily attendance figures on your WeDuc app.*Let us know if you need support.Attend the meeting. | Attend meetings.Accept support offered.Bring medical evidence if requested. | Complete a leave of absence form from the school office.*NB If you do not complete a form and the school suspect you are on holiday – the burden of proof falls to you as parent to prove that your child was ill and not on holiday.*  |
| **School Actions**A stick figure drawing of a person pointing at a white board  Description automatically generated | Create a welcoming environment for your child. | If we do not hear from you, we will ring and may do a home visit.If your child’s attendance drops below 95%, we will send a letter to let you know. | We will send a letter to let you know.We will arrange a meeting and make an agreement. | We will arrange a meeting.We will offer support. | The school will only authorise this in **exceptional circumstances.**The school may refer this to the Local Authority to process a penalty notice (a fine). |
| A house in a circle with text  Description automatically generated | A group of cartoon stick figures  Description automatically generated | A group of icons on a white background  Description automatically generated | A clock and a table with people around it  Description automatically generated | A group of icons with words  Description automatically generated with medium confidence | A group of stick figures  Description automatically generated |
| **Ring the School Office: 01332 840 395 or email** **enquiries@williamgilbertend.derbyshire.sch.uk** |