



THE COPPICE PRIMARY SCHOOL

Attendance summary information for parents

At The Coppice, we firmly believe that regular school attendance is essential for the educational progress and overall well-being of our pupils. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

Why regular attendance matters:

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success.

Attendance support:

We understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to Mrs Lindsey Ashwell (Deputy Headteacher) or Mrs Karen Woodyatt (Attendance support) by emailing or telephoning the school office.

Acceptable reasons for absence:

We recognise that there are circumstances where a pupil's absence can't be avoided. Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school
- **Medical appointments:** If your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card, email or text message screenshot)
- **Religious observance:** We respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for a day of religious observance, please submit a request and it will be considered.
- **Exceptional circumstances:** In exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence

(Holidays are not exceptional circumstances)

How to report unplanned absences:

In the event of an unplanned absence, we ask that you follow these steps:

1. Contact the school on the day of the absence. This can be a message through the school app, or a call or email to the school office before 9 am, to inform us about your child's absence.
2. Provide a reason for absence. Please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain an accurate record.

Term-time holidays:

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom. However, we recognise that there may be exceptional circumstances that require a term-time holiday.

These may include: 'one-off events over which the family has no control as to dates and times eg. family bereavement /funerals, serious illness of the child or a significant family member.'

In such rare cases, please submit a formal request well in advance using the school's absence request form. This can be downloaded from the school app or website or a copy can be obtained from the school office.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority.

We appreciate your cooperation and understanding regarding our approach to term-time holidays.

PLEASE NOTE:

Completing a leave of absence request form does not mean your request will be authorised.

Sanctions for unauthorised absence:

The school attendance team must notify Worcestershire Local Authority of holidays, prolonged or repeated absences and a penalty notice from the Local Authority may be issued.

The information regarding penalty notices can be found on the leave of absence request forms and in the school attendance policy.



If we are concerned about your child's attendance or punctuality, you may be invited in for a meeting and asked to sign an **Improvement Contract**.

Rewards for good attendance:

Each week, the classes with the highest attendance get awarded an attendance certificate that they display in their classroom with pride.

Pupils can earn a bronze, silver or gold 100% badge for each term they achieve 100%. These are issued termly, meaning they have three opportunities to earn a badge throughout the school year.



Facts about School Attendance:

There is a strong link between good school attendance and achieving good results. Children who frequently miss school may fall behind in their work, which can affect their future prospects.

The Government set 96% as the minimum satisfactory attendance for all pupils.

There are 175 non-school days a year for you to spend time together; to go on family visits, to go shopping and to attend routine appointments.

Keeping children away from school for no good reason is a criminal offence.

Children who have poor attendance may find it difficult to catch up.

Children with over 90% school attendance are more likely to gain 5 or more A to C GCSEs.



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