

# Westfields Infant School

School Lane, Yateley, Hampshire, GU46 6NN



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**Website:-** [www.westfields-inf.co.uk](http://www.westfields-inf.co.uk)

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Dear Parents

At Westfields Infant School, we take the issue of attendance very seriously. We expect every child's level of attendance to be at least 95%.

## Why is regular attendance important?

There is a vast amount of evidence to show that children who have below average attendance are at a severe disadvantage and as their parent / carer it is your legal responsibility to ensure your child attends school regularly. Having a good education will help to give your child the best possible start in life. Every lesson in school matters and if your child is often absent it will result in gaps in their learning. This may interrupt the continuity of their education and impede their progress. If your child does not attend school regularly they will miss out on other aspects of school life. They may find it difficult to form friendship groups and may miss out on social events. They may miss letters home or information which needs a response. This can affect their ability to feel part of the school community.

If there are exceptional circumstances you must apply for a leave of absence by completing a form available from the office. However authorised absences are not automatically granted and are considered on an individual basis.

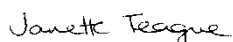
We have a statutory duty to monitor the attendance of all children and we will contact parents if we have questions or concerns. This also applies to a higher level of absence than we would expect due to sickness or if we have cause to believe that sickness is not the true reason for an absence. In any circumstance, if we are not satisfied with the reason for absence it will be recorded as unauthorised.

This could result in referral to Hampshire legal intervention team who may impose a fine.

I acknowledge that sometimes there are additional issues and ask that you advise us of any exceptional circumstances as soon as possible if they may affect attendance. We may be able to make suggestions to support you or refer to someone else who may be able to help. At the very least we will be aware of the situation.

I have enclosed a leaflet relating to illness absence for your information.

Yours sincerely



Janette Teague

Headteacher