

Attendance

School Attendance and Absence

“We seek to ensure that all students receive a full-time education, maximising the opportunities for all to realise their true potential. All school staff will work, with students and their families, to support them in meeting their legal duty to ensure that their children achieve maximum possible attendance; and that any problems which may impede full attendance are acted upon quickly.”

My child is unwell or unable to attend, what should I do?

Please call reception on **01939 232372** before 8.30am.

If leaving a message, please state your child's full name and a brief explanation of the nature of the illness or reason for absence.

Alternatively email attendance before 8.30am on admin@wdl.mmat.co.uk

A call or email is requested for every day of absence, as we cannot assume that a student is unwell just because they were off school the previous day.

If we have not heard from you and your child is absent, attendance will contact you during the school day, to ensure all is well.

If you have concerns about your child's attendance and would like to speak to a member of staff, please contact reception and ask for **Rachel Bates** – Attendance.

I would like to my child out of school during Term Time.

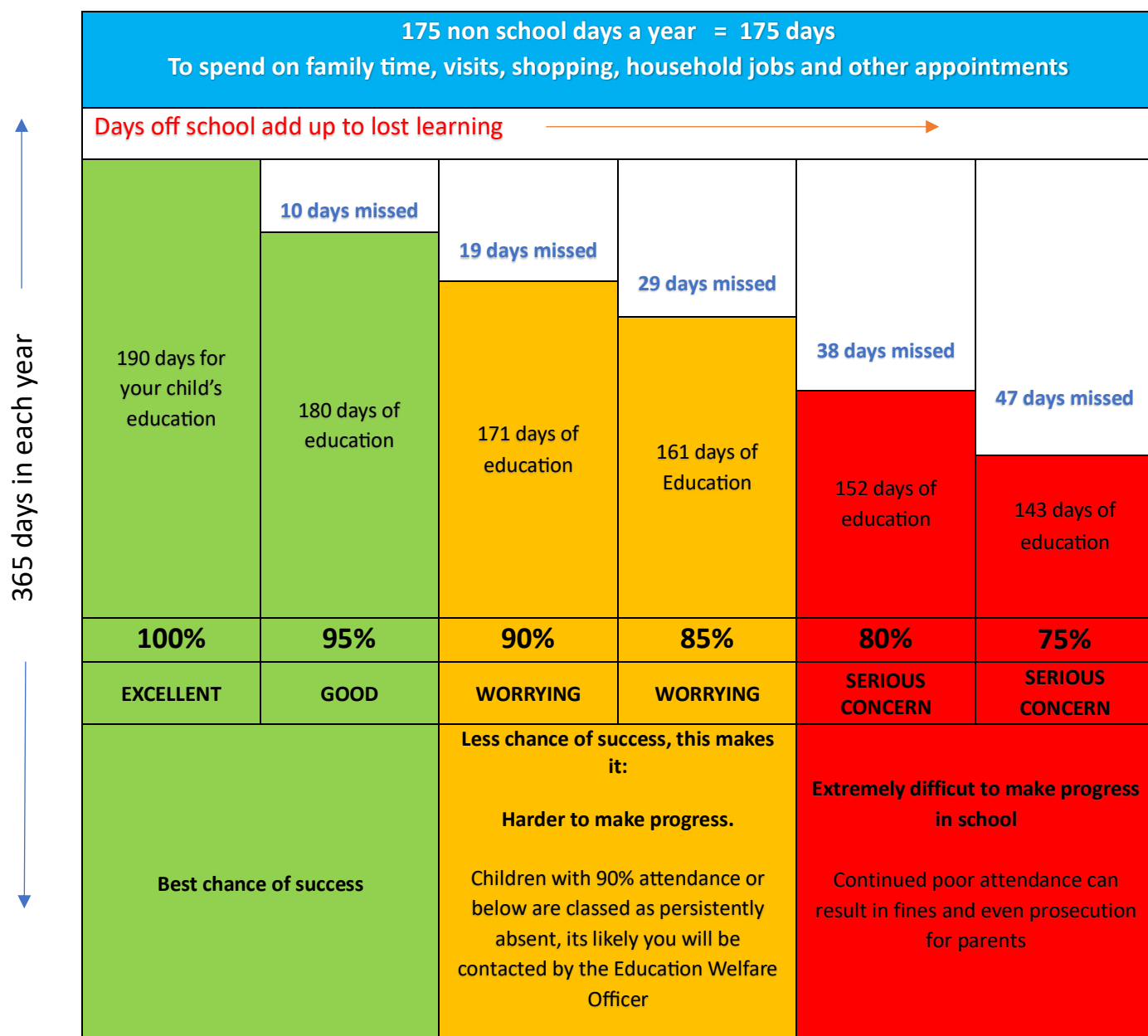
Leave of absence will only be granted in Exceptional Circumstances and can only be authorised by the Headteacher. Exceptional Circumstances are defined as “one-off” occasions where a request for leave of absence is unavoidable and does not cover annually occurring family holiday.

Please complete a **Leave of Absence Request Form**, available from **Attendance – Rachel Bates** and submit no later than two weeks prior to the start of the leave. In order for the Headteacher to reach an informed decision, please include as much information as possible.

Attendance Matters

We want our students to get the very best out of their education. They're far more likely to achieve their full potential if their attendance is '**Good**'.

In order for Students attendance to be classed as 'Good' their percentage needs to be above 90% have a look at the diagram below for more information.



Please do not let your child miss out on the education they deserve

Every day in school counts

If you are worried about your child's attendance, please talk to school, we're always here to help