

Hethersett Woodside Primary & Nursery School



Coachmaker Way, Hethersett, Norwich NR9 3GN

Tel: Norwich 01603 810674

Email: office@hethersettwoodside.norfolk.sch.uk Headteacher: Mrs Louise Mainwaring

22nd September 2023

Dear Parents / Carers,

School Attendance

This letter accompanies the legal Norfolk County Council standardised attendance letter attached. We want to provide you with some further guidance on school attendance at Hethersett Woodside.

At our school we value school attendance. We want all our learners to make as much progress as possible, and regular, punctual school attendance is vital to enable this to happen.

If a child's attendance is below 90% they will miss at least 19 days over the school year. They are classed as 'Persistently Absent' and our own data, and national research suggests they are less likely to achieve successful outcomes.

If your child is not well enough to attend, please phone the school office on 01603 810674 on each day of absence by 8am at the latest. If they have a minor cold, sore throat or headache we would encourage you to send them into school, where if their condition worsens, we would contact you. <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Holidays should not be taken during term time and medical/dental appointments should be booked for non-school hours whenever possible. Any leave of absence requests must be made on the Leave of Absence form available via the school office or on our school website.

Our Attendance team, Mrs Mainwaring and Miss Adcock, will contact parents/carers to discuss absences. By working together, we can ensure we are giving all children the best possible chance of being safe, happy, healthy and successful in school.

We have introduced Celebration assemblies each week, and included in this we will celebrate good attendance and award a certificate for the highest % class each week. We also plan to celebrate individual attendance at the end of each term.

We appreciate your support with school attendance.

Louise Mainwaring – Head teacher

Natasha Wright – Attendance Governor

