



**Warmingham CE Primary School**  
Community, Christianity, Creativity

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Warmingham Church of England  
(Aided) Primary School



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Dear Parent/Carer,

### **Attendance/Fixed Penalty Notices**

Warmingham have received a register check inspection from the Cheshire East Education Welfare Officer (EWO). Although attendance on the whole is good, there were areas high-lighted for improvement, such as unauthorised absences, lateness and time off for routine appointments. The school have been advised to be a lot stricter enforcing unauthorised absences, as a result we will now need to hold meetings with parents whose children's attendance drops below 96%. We have also been told to pass on any concerns of regular absences and/or lateness directly to the Educational Welfare Officer who will then request a meeting with the family. From now on it will be necessary to hand out statutory fixed penalty charges to families who take their children out of school for a holiday within term time, or for other unauthorised absences. This procedure will be adopted across the Trust.

As you know, we take the children's attendance very seriously and do everything we can as a school to ensure that no vital learning time is lost by unauthorised absences. We teach sequences of lessons for both English and Maths that follow a very progressive small steps approach to ensure the children are receiving the correct challenge and coverage. If the children miss any of these sessions, it makes it hard for them to catch up and understand the next session being taught in the sequence which could have a negative impact on their progress and attainment. Whilst I appreciate that children may need time off from school for hospital appointments, educational learning support appointments and medical emergencies, I ask that all routine medical / dental appointments are to be made outside of school hours to lessen class disruption and impact on learning.

Why attendance at School and Punctuality is important:

- 98% attendance means your child has missed 4 days in the school year
- 95% attendance means that your child has missed 10 days in the school year
- 90% attendance means that your child has missed 19 days in the school year
- 80% attendance means that your child has missed 38 days in the school year
- 5 minutes late each day means 3 whole days lost each year
- 17 days missed from school each year equates to a whole GCSE grade
- Attendance affects learning, future earning, wellbeing and a sense of belonging.

The School Attendance Procedure can be viewed on the school website if you need any further guidance, I have also attached guidance from Cheshire East for your reference.

Yours Sincerely

S Mellor  
Headteacher

