Westover Green
Community School
and Autism Centre

Westover Green Community School and Autism Centre
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Headteacher: Miss Jo Hale
Deputy Headteacher: Mrs Rachel Elliott
SENDCo and Inclusion Lead: Mrs Rose Webb

October 2026

Dear Parents and Carers,

We are nearly through the first term. Thank you with all your support with attendance. Our attendance figures show a very positive rising trend towards our overall target of 95%. Please see our board in reception for weekly updates.

Please see reminders below;

**Our School Day**

Please remember the following timings:

- **Gates open:** 8:35am
- **Classrooms open:** 8:40 – 8:45am
- **Gates lock:** 8:45am

We kindly ask that all children arrive promptly and are in their classrooms, ready to learn by 8:45am.

**Reporting an Absence**

If your child is going to be absent from school, please call the school office by **8:40am** to report their absence.

A reason for the absence must always be provided. If we do not hear from you and your child is absent from school, we may need to carry out a welfare check to ensure that your child is safe and well.

If you believe your child is well enough to attend school but requires Calpol or other agreed medication, please speak to the school office. Where appropriate and in line with the school's medication procedures, medication may be administered during the school day.

**Medical Appointments**

Where possible, we ask that medical and dental appointments are made **outside of school hours**.

If an appointment during the school day is unavoidable, we kindly request that it is arranged **towards the end of the school day wherever possible**, to minimise disruption to learning.

For any appointment that takes place during school hours, evidence such as an **appointment card, letter, email or text message** must be provided so that the absence can be authorised.

**Holidays During Term Time**

Please be aware that holidays taken during term time will **not be authorised**.

**Why Attendance Matters**

Good attendance is incredibly important. Being in school every day supports children's:

- Learning and academic progress
- Friendships and social development
- Relationships with staff and other pupils
- Confidence, wellbeing and sense of belonging

Every day in school provides valuable learning opportunities that can be difficult to replace.

Our aim is for every child to achieve attendance of **above 95%**.

**Keeping You Informed**

Each week, you will receive an email informing you of your child's current attendance percentage, allowing you to keep track of their attendance throughout the academic year.

Children whose attendance falls below **94%** will be identified by the attendance team and monitored closely.

Children whose attendance falls below **90%** are considered, according to government guidelines, to be persistently absent. In these circumstances, parents and carers may be required to attend **weekly meetings** with the school to create an attendance plan and work together on improving attendance.

We will follow the policy for irregular attendance and penalties may be issued.

**Celebrating Great Attendance!**

We believe that excellent attendance should be celebrated!

Each week, four children will have the chance to win a prize for achieving **100%** attendance for that week by being entered into the weekly raffle.

The class with the best attendance will be rewarded with a non-uniform day the following Friday. The winning class will also have the honour of looking after the school mascot for the week!

Each term the class with the best attendance will be awarded with a movie afternoon, and all pupils will be entered into another raffle for vouchers to spend.

Children will receive their pin badges for 100% attendance for the academic year.

Thank you for your continued support and cooperation. Together, we can ensure that every child attends regularly, arrives on time and makes the most of every opportunity school has to offer.

Kind regards,

**The School Attendance Team**