



Chawson Community First School  
Wych Road  
Droitwich Spa  
Worcestershire  
WR9 8BW  
Tel: 01905 773264  
Fax: 01905 775641  
Email: [office@chawson.worcs.sch.uk](mailto:office@chawson.worcs.sch.uk)

Headteacher: Miss Nicola Peck BSc(Hons) PGCE NPQH  
Deputy Headteacher: Mrs Karen Sage BA(Hons) NPQSL

February 2024

Dear Parent/carers,

We are now half way through the academic year, a good time to celebrate achievements and make reflections. As part of this I would like you as a family to think about your child's school attendance. Attending school everyday and on time is vitally important and allows your child to succeed in their learning and develop wonderful relationships with their friends.

If your child's attendance has dropped below 93% you will shortly receive a text message, please keep an eye out for it. Please be reassured that we do understand that this drop may be down to illness but we still want you to be fully informed about your child's attendance record.

At Chawson, our aims are to prevent poor attendance with early intervention and support for families. It is very easy for poor attendance to become a bad habit which is much harder to break. It is important for families who are struggling to get their child into school every day, or on time, to speak with me at the earliest point.

**As a school we want to help.** A team approach is always the best method.

### **Your role**

**Ensure your child attends school every day we are open, except when a statutory reason applies.**

Share the importance of attending school every day and actively promote this within your household. If you experience attendance issues please speak to myself. I will then ask you to work with me, and if needed the local authority, to fully understand the barriers and how these can be removed.

**Contact the school before 9am to report an absence.**

An answer phone is available to leave a message or you may speak to one of the office staff. You must contact the school on day one of the absence and continue to keep us updated daily about your child's absence.

**Arrive on time every day.**

The school opens its doors at 8:30am to welcome the children in. Doors then close punctually at 8:40am. The children enjoy the time at the start of the day to share exciting stories of their weekend and evenings. Lessons start promptly at 8:40am in all year groups. When a child arrives late they miss social and learning opportunities putting them at a disadvantage from their peers. Lateness greatly affects your child's learning attitude as well as attendance percentage.



## **Appointments**

Book medical appointments, whenever possible, out of school hours. We understand hospital appointments can not always be scheduled out of school hours but routine dental appointments etc can. Please share appointment letters with the office so your child's attendance record can be updated accordingly.

## **Holidays**

Please book holidays during school breaks, you have 13 weeks to choose from. Valuable learning is missed when holidays are booked during term time which makes it hard for your child to keep up with their friends on their return. Penalty notice fines are issued routinely, by the Local Authority, for holidays taken during term time, these are added to your school record, as well as adding to your holiday cost.

## **Our role**

### **Rewards**

- We will actively promote attendance and punctuality in school through a weekly celebration in assembly, this will be shared on the newsletter.
- Classes will receive rewards for when they achieve 100% attendance.
- Individual children who achieve 100% attendance or improve their attendance will be rewarded.

### **Information shared**

- We will share with you your child's attendance at parents' evenings.
- Letters will routinely be sent to all adults with parental guardianship if attendance falls.
- Workshops will be held to support families to achieve good attendance for their child.

### **Support**

If attendance falls you will be contacted by your child's class teacher and then myself. We appreciate that illness happens and often this has already been given as the cause. Equally, we know some families struggle to achieve good attendance and some children may use illness as an easy reason to avoid something they are unsure about. We will use these meetings, regardless of the cause, as a team approach to support your child to achieve all they can while at Chawson. Let us work together to create a plan.

When attendance does not improve and families are not engaging, we will have to consider legal proceedings. It will be important that we work together to avoid this.

**Good attendance will be a key factor in ensuring that your child receives an education  
which will inspire them for their future.**

Yours Sincerely

Mrs Bartle

Acting Assistant Head  
Attendance lead