

At [Wybunbury Delves CE Primary School](#), we know that it is vital that our children attend school regularly and punctually to achieve the best outcomes.

We want our children to become the best versions of themselves; academically, socially, morally and spiritually as they grow into the next generation of our community.

Good school attendance is the foundation to this.

**'Attendance is EVERYBODY'S Responsibility'**

#teamWD are STRONGER when we work TOGETHER, therefore it is the responsibility of all members of our school community to maintain and monitor good school attendance.

Absence from school **may** be authorised for:

- Unavoidable medical appointments (with evidence)
- Exceptional family circumstances (with evidence)
- Illness – although please do not keep children absent with minor ailments. We will send them home if they are too poorly to cope in school.

Absence from school **will not** be authorised for:

- Staying at home due to an unwell sibling, parent or carer or attending an appointment for someone else
- Day trips
- Birthdays
- Holidays
- Rest days after a poor night of sleep

If your child has very low attendance (red), we may require medical evidence before authorising any absence.

**#teamWD Attendance Rules:**

- ✓ We attend school **REGULARLY**
- ✓ We attend school **PUNCTUALLY**
- ✓ We attend school **READY** to learn

**#teamWD Morning Routine**

**8.30am – Gates are Opened**

Children can make their way on site, with adult supervision

**8.40am – Doors Opened**

Staff are on the door to greet children. Children make their way into class and begin tasks to support their day's learning. This can include editing work, reading, pre-teach work with an adult, writing dates, Etc. Lunch orders and the register are completed during this time.

**8.50am – Doors are closed. Registration is complete**

All children are expected to be in school by this point and ready for learning. Children who arrive after this time will receive a 'late mark', which stays on their attendance record. Children arriving after 8.50am should come through the main school office and sign in on the screen, giving the reason for being late.

**9.20am – The morning register closes**

Children arriving in school after this time will be recorded with an unauthorised absence which will remain on their attendance record.

**Attendance Ladder**



**REPORT IT FIRST DAY**

If your child is going to be absent from school, please report this ASAP via the school office:  
 01270841302 or email:  
[office@wybunburydelves.co.uk](mailto:office@wybunburydelves.co.uk)

If attendance falls below 90% you may be invited into school to meet with us to discuss your child's attendance. At this meeting we will look at things that are working well for your child, things that need to improve and put a plan in place to help improve their attendance; this could involve other agencies e.g. School health, Family Support etc.