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FARSLEY WESTROYD PRIMARY SCHOOL & NURSERY
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Proud to be Me, Proud to be Westroyd, Proud to be Farsley

Friday 23rd January 2026

Dear Parents/Carers,

At Farsley Westroyd Primary School and Nursery, we are committed to working together with families to ensure that all children attend school regularly and arrive on time. I would like to remind families of the importance of good, consistent attendance and punctuality, as these play a vital role in children's learning, progress and wellbeing.

Attendance is a key priority for all schools, as research shows that consistent school attendance is a strong predictor of not only academic success but also confidence and future opportunities. There is a direct correlation between children who have consistent attendance of 95% to 100% and achievement in reading, writing and maths. If pupils are absent, it creates a gap in the teaching sequence, which has a long term impact. Recent data from the government highlights that children with 95-100% attendance in Year 6 have 30% higher odds of reaching expected standards in reading, writing, and maths compared to those with 90-95%

As a school, we have a statutory duty, to not only promote good school attendance but to monitor each child's attendance and take action if their attendance falls below a set threshold. As a parent it is your legal duty to ensure your child consistently attends school. The Department for Education (DfE) defines pupils whose attendance falls below **90%** as **persistent absentees** (meaning they have missed 10% or more of their possible school sessions at any point in the school year). Falling into this bracket is easily achieved if a child takes holiday in termtime, especially if unfortunately the child then goes on to have absence due to ill health at another point in the year.

Attendance Monitoring

In school we have a designated attendance officer who is also a member of our safeguarding team. In addition the school has the full support of the local cluster and as a local authority school our procedures are quality assured by the Local Authority Attendance Team. Every term, we analyse the children's attendance data and we encourage you to check your child's attendance on Arbor regularly. If your child's attendance is 90% or lower you will receive a letter from us, making you aware and you may also be invited into a meeting to discuss strategies to improve your child's attendance in school. We may engage other services and agencies if deemed appropriate, to support our solution focused approach.

We have opted to share our attendance data with the DfE which enables comparisons to be made with other similar schools. Our attendance last year was in the top 1% of the country and we were recognised as a beacon school, with other settings directed to contact us for support and guidance.

Farsley Westroyd Primary School and Nursery is committed to safeguarding and promoting the wellbeing of all children.

Weekly class attendance is:

- Announced on the school website
- Displayed in school in the main office
- And will now be shared in the weekly “What’s On” newsletter

Leave of absence

Leave of absence requests will only be authorised in **exceptional circumstances**. It is important to note that the DfE, in their statutory guidance working together to improve attendance 2024, does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. If a request is not considered exceptional, it will be unauthorised.

If leave is taken without authorisation, a referral may be made to the Local Authority Attendance Team. This could result in:

- **First offence:** £80 fine per parent per child (if paid within 21 days)
- **Second offence within 3 years:** £160 fine per parent per child (if paid within 28 days)
- **Third offence (or further) within 3 years:** No penalty notice issued; the case may be considered for legal action, which can result in a criminal record and fines of up to £1,000.

These penalties are part of the statutory framework the DfE expects schools and local authorities to follow where unauthorised absence is taken.

Reporting Absence

If your child is unwell and unable to attend school, you must contact us **before 9:00am** on the day of absence:

- **School Office:** 0113 255 1601
- **Early Years Office:** 0113 257 4178

We have an updated phone system, and you can leave a message on the answerphone. Please clearly include:

- Your child’s full name
- Their class
- The reason for absence

This message will be picked up by a member of the office staff. If your child is expected to be absent for more than one day, you must contact the school on each day of absence to keep us informed. Any absence that is not reported may be followed up by our designated attendance officer or Leeds Children’s Services. If your child is not in school and we have received no notification by 9:00am, our attendance procedures will be followed. If we are unable to contact you or anyone on your contact list, this will result in a home visit to check all is OK. It is really important that contact details are kept up to date on ARBOR at all times. We need at least three contact numbers.

Punctuality

We have a swift start to the school day, to maximise learning time. The children are on their first learning task by 8.46 each morning!

- The school day starts at **8:45am prompt**
- Staff greet children in the yard from **8:40am**
- Yard gates and doors close at **8:45am**
- Children arriving after this time must enter via the school office and will be marked late

The table gives you an indication of how much time is lost if regularly late

Every Minute Counts

If you arrive late to school everyday your learning begins to suffer. Below is a graph showing how being late to school everyday over a school year adds up to lost learning time.



Early Years:

- Doors open at **8:45am**, learning starts at **8:50am**
- Nursery hours are **9:00am – 3:00pm**

To ensure learning starts promptly, and the children are appropriately supervised, we kindly ask that conversations with staff are kept to quick messages in the morning. If you need a longer discussion, please speak to staff at the end of the day or arrange a phone call or meeting.

Thank you for your continued support in ensuring that all children attend school regularly and arrive on time, ready to learn.

Yours sincerely,

Mrs Maisuria
Pastoral Lead



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