



Westlands Primary School

A member of Swale Academies Trust



Executive Headteacher: Mrs K Mirams
Head of School: Mrs V Pettett
Deputy Headteacher: Mrs M Gibbs

Homewood Avenue
Sittingbourne
Kent ME10 1XN

e-mail: wpsoffice@swale.at

Tel: 01795 470862

Dear Parent/Carer

As you are aware, attendance is paramount to the success of your child's learning. At Westlands Primary School we are passionate about giving your children the best possible education, and we will therefore now be informing you at the end of each term of your child's attendance so that you are able to track this over the course of the year.

If your child is absent, then it is imperative that you contact the school office as soon as possible and inform us of the reason for the absence. This must be done on each day that your child is absent, and not just on the first day of absence. You can inform us in the following ways:

- * Using the 'absence' button in your Weduc App
- * Sending a Weduc message to westlandsprimary
- * Sending an email to wpsoffice@swale.at
- * Calling us on 01795 470862 and selecting Option 1

Below you will find an informative table, which clearly shows how the number of days absent from school is recorded as a percentage.

Number of days absent from school	Child's attendance at the end of the year
If your child has 1 day off school during the year their attendance will be 99.5%
If your child has 2 days off school during the year their attendance will be 99%
If your child has 5 days off school during the year their attendance will be 97.4%
If your child has 10 days off school during the year their attendance will be 95%
If your child has 15 days off school during the year their attendance will be 92.4%
If your child has 20 days off school during the year their attendance will be 90%
More than 20 days off school during the year their attendance will be below 90%

If you have not informed the school office then you will receive a phone call from the school during the morning once our registers have been completed and we know that your son/daughter is absent.

If you know your child has an appointment that can not be made outside of school hours, please ensure you have let the office and your child's class teacher know and evidence has been provided. Evidence can include a copy of a letter you may have been sent or a text message.

If you need any support with attendance, then please speak with your child's teacher who will be happy to discuss any concerns with you.

Yours sincerely

Mrs V Pettett
Head of School