

18<sup>th</sup> September 2023

Dear Parents/Carer

I hope this letter finds you well, and that you and your children are looking forward to the start of the upcoming term. As we prepare for another exciting academic year at Wexham School, we would like to take a moment to emphasise the importance of attendance and share some essential information regarding government guidelines.

Regular school attendance is crucial for your child's educational progress and success. It not only allows them to fully engage in the learning process but also fosters a sense of routine and responsibility that will benefit them in the long run. According to government guidance, an attendance rate of 95% and above is considered acceptable.

We understand that there may be exceptional circumstances that require your child to be absent from school. However, it is essential to adhere to the following guidelines:

1. **Unapproved Holidays:** Taking holidays during term time without prior approval from the school can disrupt your child's education and lead to missed learning opportunities. The government has stringent regulations in place regarding unapproved holidays.
2. **Fines for Unapproved Holidays:** The government may impose fines on parents who take their children out of school for unapproved holidays. These fines can be significant and could impact your family financially.

We want to ensure that all our students have the best possible educational experience, and this can only be achieved through regular attendance and a commitment to following government guidelines.

If you anticipate any absences due to exceptional circumstances, we kindly request that you contact the school in advance to discuss your situation. We will do our best to work with you to minimise any impact on your child's education.

Thank you for your understanding and cooperation in this matter. We look forward to a successful term ahead, filled with exciting learning opportunities for your child. If you have any questions or concerns regarding attendance or government guidelines, please do not hesitate to contact the Attendance Officer Mrs Ahmad.

Yours faithfully

Ms M Wellspring  
Assistant Headteacher

# ATTENDANCE



## WHY IS IT IMPORTANT?

### ABSENCE FROM SCHOOL

Children are required by law to attend school 190 days per year. The government states that every pupil's attendance should be at least 95% or higher

### How do YOU measure up?

Attendance	Days Absent	Weeks Absent	Lessons Missed
<b>95%</b>	9 Days	2 Weeks	50 Lessons
<b>90%</b>	19 Days	4 Weeks	100 Lessons
<b>85%</b>	29 Days	6 Weeks	150 Lessons
<b>80%</b>	38 Days	8 Weeks	200 Lessons
<b>75%</b>	48 Days	10 Weeks	250 Lessons
<b>70%</b>	57 Days	11.5 Weeks	290 Lessons
<b>65%</b>	67 Days	13.5 Weeks	340 Lessons

**Under 89%**

Below  
Drastic effect on achieving good grades

**95% - 90%**

Cause for concern

**100% - 96%**

Excellent

