



**Highwood Primary School**  
**Mead Way, Bushey, Watford, Hertfordshire, WD23 2AW**

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**Promoting Resilience, Achieving Potential**

Headteacher Mrs B Rai

Tuesday 27<sup>th</sup> February 2024

Dear parents and carers,

Regular school attendance is one of the most important parts of your child's school life.

Being on time for school and attending regularly means that your child will not lose important learning time and will develop the social skills that they need for their adult life. The information below can demonstrate how a few days' lateness or absence can affect your child's attendance.

### Getting your child to school on time really matters!

#### Did you know...?

In a school year, if your child were late every by...	<u>your</u> child would have lost approximately...	<u>or</u> they would have missed approximately...
5 minutes	3.5 days	20 lessons
10 minutes	7 days	41 lessons
15 minutes	10 days	55 lessons
20 minutes	14.5 days	82 lessons
30 minutes	22 days	123 lessons

### Attending school every day really matters!

#### Did you know...?

If your child's attendance for a whole year is	<u>your</u> child would have lost...	<u>or</u> they would have missed approximately...
95%	9 days from school	50 lessons
90%	19 days from school	100 lessons
85%	29 days from school	150 lessons
80%	38 days from school	200 lessons
75%	48 days from school	250 lessons

**Remember: ABSENCE = LOST OPPORTUNITY**



### What if my child needs to miss school?

Parents and carers have a legal duty to ensure their child gets a full time-education. Usually, that means going into school from the age of 5 to 16. There are only a small number of circumstances where missing a school day is permitted. Your child must attend every day that the school is open, unless:

- Your child is too ill to attend.
- You have asked in advance and been given permission by the school for your child to be absent on a specific day due to exceptional circumstances.
- Your child cannot go to school on a specific day because they are observing a religious event.
- Your local authority is responsible for arranging your child's transport to school and it is not available or has not been provided yet.
- Your child does not have a permanent address and you are required to travel for work. This exception only applies if your child attends their usual school or another school where you are staying as often as possible. This must be 200 half days or more a year if they are aged 6 or older.

These are the only circumstances where schools can permit your child to be absent.

Of course, there may be times when your child is too ill to attend school. We try to encourage resilience in our Highwood children to set them up for the future. Sometimes, it might be useful to say to yourself, if I had this cold... would I be going into work? If the answer's no, then you probably can't send them into school. If the answer's yes, give them some medication (if necessary) and send them in. You can (discreetly) notify the office that they are feeling unwell so that we can ask the teacher to monitor them. If the teacher feels they are too unwell to stay in school, we will call you to collect them early. You can usually manage mild symptoms of a cold with medication (paracetamol, cough medicine etc). You can find some helpful advice on when to keep your child off school from the NHS here: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Remember: Trips to A&E are for emergencies only! Have a look at this useful guide of who to contact and when. If in doubt, call 111 to get the best advice on whether you need to see a pharmacist, your GP or go to hospital.



We understand that there are many factors increasing some of our children's reluctance to come into school. You can help to boost your child's confidence by encouraging them to use a growth mindset. If your child is showing signs of lack of confidence in themselves, try using some of the phrases below:

## Change your words... change your mindset.

Try these handy hints...



Fixed mindset	Growth mindset
I'll never be as smart as that person...	Everyone is talented in different ways!
I can't do it...	This may take some time and effort.
This is too hard	I'm still learning... I'll keep trying!
I'm not good at this...	Mistakes help me learn.
I made a mistake...	I can try a different strategy.
I give up!	With more practice, it will get easier!

If you feel that you need more support, please contact your child's teacher in the first instance. If you need more support or advice, please seek advice from Mrs Kenny, our SENDCo (for learning support) or Miss Dodwell (for welfare support). They will be able to point you in the right direction for other services that might be able to help. Mrs Kenny has recently sent out a SEND newsletter with lots of useful information. You can also click on the link below for more advice.

<https://www.youngminds.org.uk/parent/parents-a-z-mental-health-guide/school-anxiety-and-refusal/>

In the next few weeks, some of you may receive a letter informing you that your child's attendance percentage is giving us some concern. Remember that this figure is calculated only on the academic year so far. As we still have a whole term and a half, there is lots of room for improvement before the final figure of the year is reached!

Thank you for your support in helping us match the national target of attendance.

Kind regards,

Mrs Edmunds  
Office and Attendance Manager