



Westfield Primary School

Attendance Newsletter

Summer 2026



Good school attendance supports children to feel confident and happy about school and learning

As a parent you can support your child to enjoy school life to the full by ensuring they **attend school EVERY day and also arrive on time.**

Attendance Statistics

Daily register marks are sent to the Government's Department of Education.

Children with attendance below 91% are classed as Persistent Absentees, and the school must take action.

Attendance Letters

We review whole-school attendance weekly, including all reasons for absence. If your child's attendance is a concern, we will contact you.

Our aim is to work in partnership with parents/carers to improve attendance, so all children can benefit from being in school regularly and reach their full potential.




Arriving Late to School


School starts when the gates open at 8:35am and the gates close at 8:45am, children arriving after this must sign in at reception. Being late affects your child's attendance percentage.

Morning work starts at 8:35am, so arriving on time ensures no learning is missed. *Every second counts towards your child's education whilst punctuality also helps build important life skills.*

Appointments During the School Day

Whilst we understand that some appointments (like hospital or urgent medical visits) can't always happen outside school hours, please book appointments so they are outside of school hours whenever possible. If an appointment must happen during school time:




-  Bring your child in before their appointment and return them to school after the appointment if possible.
-  You may be asked to provide evidence of the appointment.
-  DfE guidance states pupils should be out of school for the minimum time necessary.

 If you are having difficulties getting your child into school or getting them into school on time, contact us and we can discuss support for you and your child.



100% ATTENDANCE

Requests for Leave of Absence

Schools may only grant leave of absence in special circumstances.

-  Leave cannot be authorised for holidays
-  Leave cannot be granted retrospectively
-  All requests are considered on a case-by-case basis

If you believe your request involves exceptional circumstances, please provide full details.

-  Complete a Leave of Absence form and return it to the school office.
-  Please allow at least two weeks' notice.

Please be aware that leave during term time is not an automatic right.

Holidays During Term Time – Penalty Notice Information from Surrey County Council

Just to remind parents/carers that if they take their children out of school without authority for 5 or more days (which do not have to be consecutive), then the following will apply:

1. If you have not incurred a penalty notice relating to this child /these children in a rolling 3-year period since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child / these children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child /these children in the rolling 3-year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

The fines money does not go to the school but to Surrey County Council. The school follows Surrey and DfE guidance. SCC cannot withdraw any Penalty Notice requests without the written consent of the Headteacher.

Our Attendance Expectations

We expect all children to attend school every day, however we understand that sometimes illness can't be avoided.

The following websites offer lots of help and guidance:

[NHS - My child is unwell. Can they attend school?](#)

[DfE - Back to School](#)

[DfE - School Attendance](#)

Please remember that a headache or tummy ache can often be managed with some pain relief, and your child can join class once they feel better, even partway through the day. If your child is too unwell to attend school, **please notify us before 8:35am**. This will be recorded as an illness, which affects attendance percentages.

Medical evidence may be requested.

