



NEIGHT HILL
HIMBLETON
DROITWICH
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HEADTEACHER: Mrs Kirsty Shaw

Friday 17th January 2025

Attendance and Punctuality

Dear Parents and Carers,

At Himbleton CE Primary School and Nursery, the wellbeing and educational progress of our pupils is our priority, and we believe that your child's regular attendance is hugely important in enabling them to succeed at school. As such, we are fully committed to promoting and modelling punctuality and good attendance, both of which are good habits for life, ensuring that children develop a sense of belonging and recognising that they are valued as individuals within our school community.

Research has proven that school absences can have a significant impact on your child developing friendships, social skills, life skills, cultural awareness and career pathways and are keen to work together with you to ensure that children attend school every day that the school is open, unless they are too ill to attend or have been given permission for an absence in advance. We understand that every family's situation is unique and are here to provide support where necessary.

Sickness and Ill Health

We know that sometimes children cannot attend school due to illness, and in those circumstances remaining absent from school is the right thing for them and the rest of our school community. Medical advice, however, is clear that children with mild illnesses will often be well enough to attend, for example if they have a cold or cough. We encourage our parents to utilise the NHS guidance: [Is my child too ill for school? - NHS](#) if you need advice as to whether or not your child is well enough to attend school. Please be reassured that we will always call you if we are concerned about your child's health and wellbeing if they become poorly in school, or if mild symptoms start to become worse.

Medical Appointments

Wherever possible, we ask that medical or dental appointments are made out of school hours or in holidays. However, we also recognise that this is often not possible, particularly for emergency appointments or for consultant care, and ask that you let us know as soon as possible if your child has an appointment by completing the request for planned absence form available from the school office.

Attendance Champion

All schools are now required to have a Senior Attendance Champion; at Himbleton this is our Assistant Headteacher, Mrs Wallis. A large part of Mrs Wallis's role is to monitor the punctuality and attendance of all pupils in the school, identify patterns and trends in absence, work with parents and carers to overcome barriers and to jointly identify ways to improve attendance.

This means that Mrs Wallis may contact you to discuss your child's attendance and absence if concerns arise, particularly if your child's attendance falls below 90%. She may also invite you into school for a meeting to identify and understand barriers to being in school and to agree actions or interventions to address them. This may include an attendance contract or referrals to services and organisations that can provide support.

Punctuality

Arriving on time is a great start to the day, putting your child in the right frame of mind to make the most of the day's learning. Good punctuality is linked to good attendance which we know leads to better outcomes for children and young people. Arriving on time sets good habits for adult working life, maximises educational achievement, helps your child develop friendships and relationships and boosts your child's confidence and self-esteem. However, arriving late puts your child at an immediate disadvantage to other children who have arrived on time, means that your child misses important information at the start of lessons, can be embarrassing for your child and disrupts lessons for other pupils.

Our school gates open at 8.35am and close at 8.50am, after which time children will have to enter the school building by the school office. We politely ask, therefore, that parents and carers make every effort to ensure that children are on time in the morning and that they allow enough time to find a parking space at this busy time of day.

However, if on occasion you are delayed and the gates are closed, please bring your child to the school office. In order to help us to monitor the number of minutes lost, identify patterns and work with you to overcome barriers around lateness and punctuality, we will now ask you to complete a 'late slip' detailing the time of arrival and the reasons for lateness when your child arrives after school has started.

As always, we are keen to work with you to ensure that all children are able to take full advantage of the learning opportunities at school and want to work with you to achieve this. If you would like any further information regarding attendance, absence and punctuality, please do not hesitate to make contact via the school office.

Best wishes,



Mrs Shaw

Headteacher