



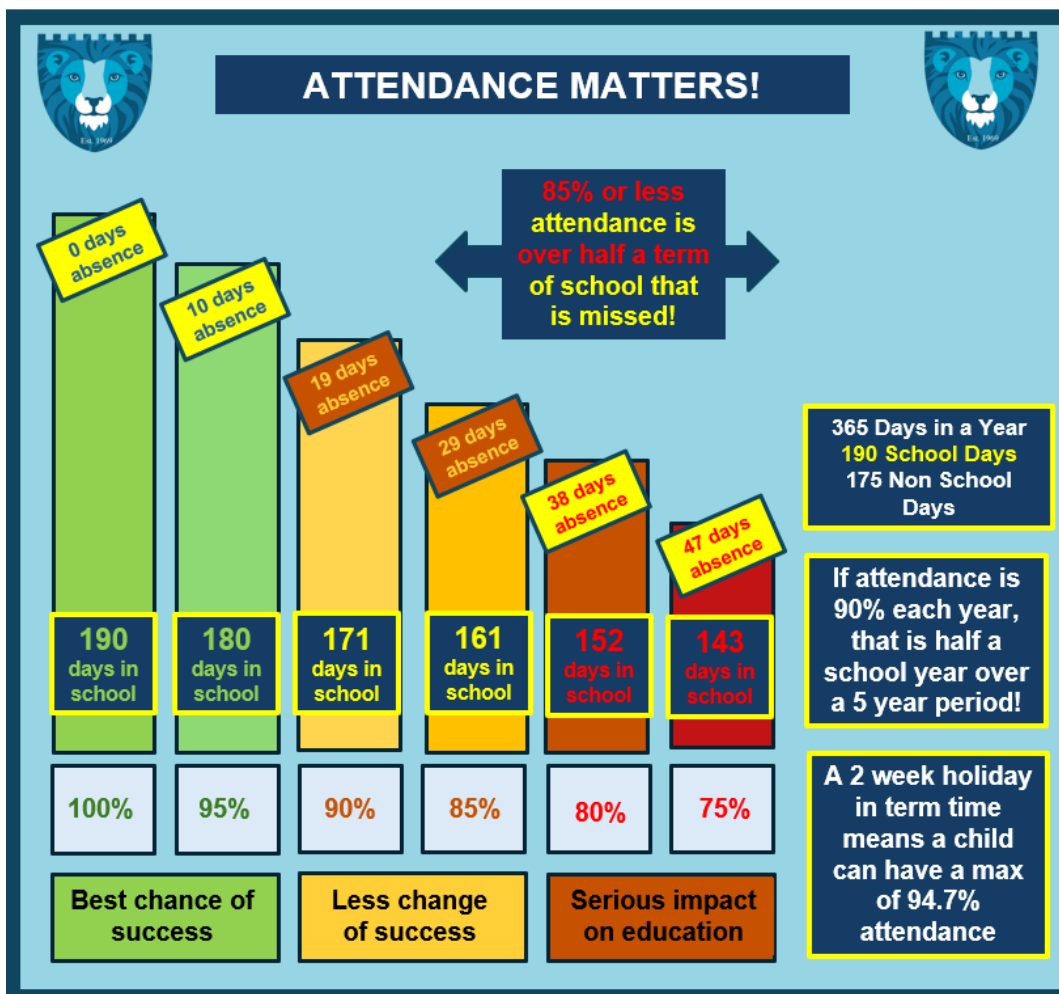
January 2026

Dear Parents and Carers,

Attendance, Absence and Punctuality

Thank you for the care and commitment you show in supporting your child’s education.

Regular school attendance is very important in primary school. Being in class every day helps children build strong learning habits, develop friendships, and feel confident and secure in their routines. Even missing a small amount of time can make it harder for children to keep up with learning and feel settled.




That said, we fully understand that children do sometimes become unwell, and their health and wellbeing must always come first. If your child is genuinely ill, keeping them at home to rest and recover is absolutely the right thing to do.


We kindly ask that, wherever possible, appointments and absences are kept to a minimum during school time, and that children attend school regularly when they are well enough to do so. If you are experiencing any difficulties that are affecting your child's attendance, please don't hesitate to contact us. We are always here to listen and support.

Notifying the school of a planned absence

If you do have a medical appointment that cannot be arranged for out of school hours, we would ask that you notify the School Office as soon as possible and provide them with a copy of the appointment confirmation. This can be done in person or by email.




Absence Procedures





Child is unwell
Email or telephone the School Office

- Opt 1 to leave a message
- Opt 2 for the Office Team



Late arrival
Telephone the School Office

- Give E.T.A.
- Lunch arrangements





admin@westgatecp.co.uk

01284 755 988


Appointments
By Email or in-person:

- Let us know the time of arrival or pick-up
- Provide appointment confirmation
- What the child's lunch arrangements are



Leave of absence
Complete a leave of absence form (available from The School Office)

- At least 2 weeks notice
- Provide evidence/reason
- Why term time?



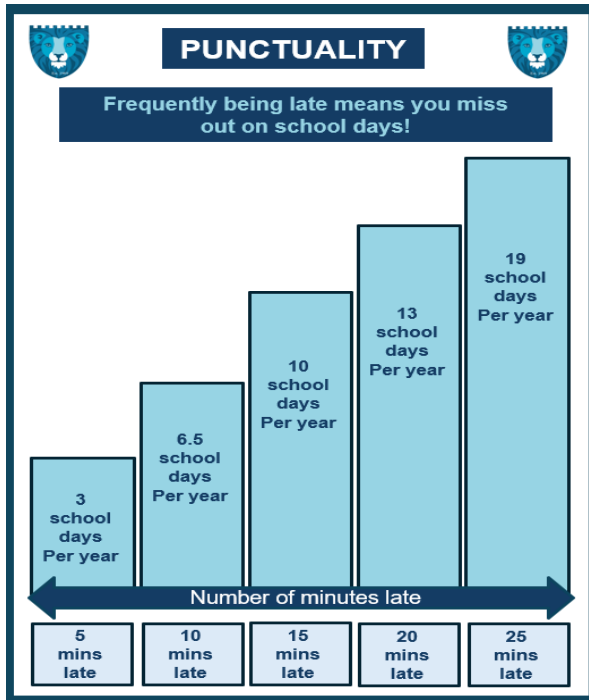
Absence notification due to illness

Please call the School Office (01284 755988 Option 1) and leave a message with the name of your child, class and the reason for the absence. You can also speak to the Office Team using Option 2. If you are unsure as to how long your child should be absent, given the nature of their illness, we will be happy to discuss this with you.

Arriving Late

Arriving at school late can add up over the course of a school year. However, we do understand that there may be reasons as to why being late is unavoidable, especially for families that travel some distance to get to our school. If you are going to be late, please telephone the School Office and let them know your estimated time of arrival and the lunch choice for your child(ren).

Thank you for working in partnership with us to give your child the best possible start to their education.



Kind regards,

Mrs Kidd

Headteacher