

West Park

'A caring school where we put pupils and their achievement first'

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Dear West Park Families

I hope that you have all had a positive start to 2025 and you are managing to keep warm on these cold winter days. A new year gives us the chance to reinforce the basics and to ensure that we are all doing the best we can, with what we have.

Good attendance and punctuality remain a top priority for us at West Park. We share parents' and carers' views in wanting the best for your child and we enjoy working in partnership with you.

Your efforts, working in partnership with West Park, will ensure that your child will have the best chance of achieving their academic potential and have a real opportunity in further education and the world of work. It will also enable your child to:

- Access the lessons needed to achieve their expected grades
- Maintain friendships and develop new ones
- Have access to a wide range of events offered by the school
- Explore potential life skills
- Develop world habits such as good punctuality which are essential to thrive in the world of employment.

We strive to ensure your child has the best opportunities to be the best they can be, to feel safe and supported in school and to develop a sense of belonging, both with their peers and as a wider part of our school community. To support that, regular attendance will be key.

At West Park, school starts at 8.30 a.m. Pupils should be on site prior to 8.30 a.m. to allow for a prompt start. Breakfast is served in the main hall from 8.00 a.m. onwards.

Giving your child the best start

90% attendance may seem like an acceptable level of attendance, however in reality that means your child misses half a day of school every week, the equivalent of 19 school days (almost one whole school month), during the year. Children who miss this amount of school do not achieve as well as their peers who attend more regularly.

We expect all pupils at West Park to attend school as regularly as possible. Our ambition for every child is 100% attendance.

	Impact over 1 school year	Impact over 5 school years
100% Attendance	0 days missed	0 days missed
95% Attendance	9 days of absence 1 Week and 4 Days of learning lost	$\frac{1}{4}$ year learning lost
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of learning lost	$\frac{1}{2}$ year learning lost
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of learning lost	$\frac{3}{4}$ year learning lost
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of learning lost	1 year learning lost
75% Attendance	47 Days of Absence 9 weeks and 1 day of learning lost	1 $\frac{1}{4}$ years learning lost

Our attendance policy is available to read on our school website:

[attendance_policy_sept_2024.pdf](#). This explains how we monitor attendance and follow up absence.

We recognise that on occasion some children may experience illness or have exceptional reasons preventing regular attendance. To assist parents deciding whether their child is too ill to attend school or otherwise, the NHS have produced a guide that you may find useful:

[Is my child too ill for school? - NHS \(www.nhs.uk\)](#)

We know being a parent/carer can be challenging at times and we are here to help if there are any problems affecting your child. If you are worried about your child/children's attendance, please speak with your child's class teacher/form tutor in the first instance or a member of our pastoral team. We will work with you as partners to ensure in such circumstances any identified barriers are discussed so we can best support your child's wellbeing and education. All schools work closely with Early Help, Health and the Local Authority teams who may also be able to help if needed.

As parents/carers you can best support your child to secure regular attendance and punctuality by:

- Ensuring a good bedtime routine to enable your child to get enough sleep.
- Establishing a good routine each evening and each morning so your child is prepared for the school day ahead.
- Making sure your child attends school every day it is open, unless there is an exceptional reason preventing this.
- Ensuring your child arrives at school on time every day by 8.30 a.m.
- Arranging dental and medical appointments outside school hours wherever possible. Where this is not possible, ensure your child attends before and returns promptly afterwards.
- Informing the school if your child is ill and too unwell to attend. Please contact the school reception team as soon as possible on 01332 662337 and on each morning of absence, to enable you to leave details and the reason for the absence.
- Taking absence seriously – if your child is not wanting to attend, or has not attended as you expected why is this? Are they putting themselves at risk – who are they with? What are they doing? Do you know who they are talking to online?
- Taking any holidays during school holiday periods, and not during term time - if children are taken out of school for a one-week holiday every year and have an average number of days off for sickness and medical appointments, then by the time they finish Year 11, they will have missed the equivalent of two entire terms of schooling.
- Talking positively to your child about school and taking an interest in their school day.
- Attending parents' evenings and school events.
- Praising and rewarding your child's efforts and achievements at school.
- Supporting school staff by working in partnership to best manage and support your child with any difficult or challenging behaviour or circumstances.
- Discussing any problems or difficulties with the school as soon as they arise – staff are here to help.

We look forward to continuing to work in partnership with you to support your child's education.

Kind regards



Scott McGregor
Head