



WOODLANDS PRIMARY SCHOOL & OAK TREE FOUNDATION UNIT

Winding Way, Salisbury
Wiltshire SP2 9DY

T 01722 335849
F 01722 414117

E admin@woodlands.wilts.sch.uk
W www.woodlands.wilts.sch.uk

Headteacher: Matthew Kitley

07/11/2022

Dear Parents/Carers

Attendance

Recently we have had an Education Welfare Officer Attendance inspection and have been asked to inform you of some changes.

Education is important. Missing school means missing out. Every day the school is open children should be at school, on time and ready to learn. Absence from school can only be authorised by the Headteacher and only with a valid reason. In the case of illness, medical evidence may be required. Absence from school without authorisation is an offence and may result in legal action being taken by the Local Authority (LA).

Please can we remind you that school starts at 9.00am. Our gates open at 8.45am to allow children time to get into class to be ready to start learning at 9am. From this week gates will be closing at 9am – the time school starts.

Registers are taken at 9.00am. If your child is after 9.00am, please bring them via the School Office to be signed in with a reason for their lateness and to ensure a school lunch is booked if required.

Children arriving after 9.00am will receive a late mark in the register.

If your child arrives to school after 9.20am then this will be recorded as an unauthorised absence. As parents and carers are aware – 10 sessions (or 5 whole days) of unauthorised absence in a six month period will result in the Education Welfare Officer being informed and a fine will be issued by Wiltshire Council. These are the rules set by the Department for Education.

If you are having problems getting your children to school on time, with their attendance or if you would like to discuss any of the above then please pop into the school office to speak to Julie Puzdrowski our Parent Support Adviser who will be able to help.

Kind regards
Mr Kitley
Headteacher