



WAVENDON GATE SCHOOL

Gregories Drive, Wavendon Gate, Milton Keynes. MK7 7HL

Tel: 01908 586394

Email: admin@wavendongateschool.co.uk Website: www.wavendongateschool.co.uk

Headteacher: Kerry Jarman BA (Hons)

8th October 2025

Dear parents/carers,

At Wavendon Gate School we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

Why regular attendance matters

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment Build a sense of routine and responsibility, essential for future success

Attendance support

We understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to us. Mrs Dewhirst can be contacted on the main school number, via the StudyBugs app, or at rainbowroom@wavendongateschool.co.uk.

Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school
- **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card)
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and we will review it
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence

How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. Contact the school: before 08:30 on the day of the absence (and any subsequent days), please contact us to inform us of your child's absence. This can be via StudyBugs. If you haven't registered, the link is at the top of our school website. This is the method we would like you to use to notify us of any absences.

2. Provide a reason for absence: please provide an explanation for the absence. Terms like 'unwell today', or 'family emergency' are not acceptable.

Term-time holidays

Term-time holidays are not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the headteacher well in advance. The headteacher will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority. We appreciate your co-operation and understanding regarding our approach to term-time holidays.

Sanctions for unauthorised absence

The headteacher may issue a fine (known as a fixed penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to Milton Keynes Council – £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine will take into account whether the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors.

Before a fine is issued, you may receive a notice to improve to give you a chance to engage with support.



My question hasn't been answered here

Please get in touch with Mrs Dewhirst with any further questions, and she will be happy to discuss them with you.

Thank you for your co-operation in making sure your child receives the best possible educational experience.

Yours faithfully



Kerry Jarman
Headteacher

