



**Wootton
Upper School**

Part of Wootton Academy Trust

Tuesday 23rd September 2025

Dear Parents and Carers,

We are pleased to invite you to our weekly **attendance drop-in sessions**, held every **Wednesday between 9:00 am and 12:00 noon**. The sessions will be 20 minutes long, either virtually or in person.

These sessions provide an opportunity to speak with a member of our attendance team in a friendly and informal setting. You can ask questions, raise concerns, or seek support regarding your child's attendance. We're here to work with you to help every child attend school regularly and achieve their best.

If you would like to meet, please book your slot through the attendance team by contacting 01234767123 or via email attendance@wootton.beds.sch.uk

We encourage you to take advantage of this opportunity to talk through any attendance-related matters. Your support makes a big difference.

If you have any questions or would like to reserve a time slot, please get in touch with our attendance team. We look forward to seeing you soon.

Warm regards,

Mr G Everitt

Attendance and Education Welfare Officer



Working Together to Improve Attendance



Every Day Counts – Every Child Matters

Our Shared Responsibility

At Wootton Upper School we believe attendance is everyone's business.

We work closely with families to:

- Build strong relationships
- Understand individual circumstances
- Offer support early

Together, we can make sure every child attends regularly and on time.

WHY ATTENDANCE MATTERS

Good school attendance is essential for your child's learning, wellbeing, and future success.



Missing school means:



- Gaps in learning
- Lost confidence and friendships
- Lower chances of academic success

"Children with the highest attendance are more likely to achieve better outcomes at school and beyond." – Department for Education

What You Can Expect from Us

- ✓ A welcoming, inclusive environment
- ✓ Regular communication about your child's attendance
- ✓ Supportive conversations if attendance becomes a concern
- ✓ Early help and referrals if needed
- ✓ Drop-in sessions Wednesday's (9:00 am–12:00 noon, 20-minute appointment) *
(*Book via our attendance team)

How You Can Help

- Aim for 100% attendance – every day matters
- Only keep your child off school when absolutely necessary
- Book medical appointments outside school hours where possible
- Speak to us early if you or your child need support
- Let us know the reason for any absence straight away





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Support is Always Available

We understand that every family faces different challenges.
If you're struggling with routines, health issues, or other difficulties affecting attendance,
please reach out. We're here to work with you.



Contact the Attendance Team: 01234 7671234



Email: attendance@wootton.beds.sch.uk



Drop-ins: Wednesdays, 9am–12pm (book via attendance team)

Together, we can make a difference
Let's give every child the best chance to succeed.
Working together, we can improve attendance—and outcomes—for all.

