

Punctuality

SCHOOL STARTS AT 9AM AND WE EXPECT YOUR CHILD IN THE CLASSROOM BY THAT TIME.



REGISTERS ARE MARKED AT 9AM

CHILDREN WILL RECEIVE A LATE MARK IF NOT IN THE CLASSROOM BY THIS TIME

Any child arriving after 9.30am will receive a mark to say they are present but will be marked as an unauthorised absence for that session.

THE SCHOOL WILL MONITOR AND ADDRESS PERSISTANT LATENESS IN THE SAME WAY AS UNAUTHORISED ABSENTEEISM

BEING LATE FOR SCHOOL BY 15 MINUTES A DAY IS THE SAME AS BEING ABSENT FOR 8 FULL DAYS

We offer free toast from 8.40am

HOLIDAYS IN TERM TIME

Taking holidays in term time WILL affect your child's schooling as much as any other absence, and we expect parents to help us by **not** taking children away in term time.

THERE IS NO AUTOMATIC ENTITLEMENT IN LAW TO TIME OFF IN TERM TIME TO GO ON HOLIDAY.

As a school **NO** leave of absence for holidays is authorised. Should parents take leave without authorisation a penalty notice may be requested via the authority. This is a fine to be paid by both parents. The current fine is £120 per parent per child.

In deciding to request a penalty notice the school will consider the circumstances of each application individually including the previous pattern of leave in term time, the year group and the attendance %.

Any parent considering taking their child out of school should complete a leave of absence form at least 2 weeks prior to the leave period.

RELIGIOUS ABSENCE

The school will authorise one day 'leave' per religious festival, e.g. EID, but no more than 3 days in any one academic year. This must be requested in writing in advance or agreed by the school.

West Street
Community
Primary &
Nursery School



Attendance
Policy

West Street



Community Primary

Concise Version

Attendance Policy

WHY IS REGULAR

ATTENDANCE SO IMPORTANT?

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Absences affect teaching routines and therefore affect the learning of others in the same class.

Helping to create a pattern of regular attendance is everybody's responsibility.



TO HELP FOCUS ON THIS WE WILL:

PROMOTE A CULTURE ACROSS THE SCHOOL WHICH IDENTIFIES THE IMPORTANCE OF REGULAR AND PUNCTUAL ATTENDANCE

CELEBRATE GOOD ATTENDANCE

REWARD GOOD AND IMPROVING ATTENDANCE THROUGH CLASS COMPETITIONS, AND EVENTS



RUN PROMOTIONAL EVENTS WHERE STAFF, PUPILS AND PARENTS CAN WORK TOGETHER ON RAISING ATTENDANCE LEVELS

DEVELOP POSITIVE AND CONSISTENT COMMUNICATIONS BETWEEN HOME AND SCHOOL



UNDERSTANDING TYPES OF ABSENCE

Every half-day absence from school has to be classified by the school as either **AUTHORISED OR UNAUTHORISED.**

AUTHORISED ABSENCES ARE MORNINGS OR AFTERNOONS WHERE A CHILD IS AWAY FROM SCHOOL FOR A GENUINE AND UNAVOIDABLE REASON LIKE ILLNESS, MEDICAL/DENTAL APPOINTMENTS THAT CANNOT BE TAKEN OUTSIDE THE SCHOOL DAY AND/OR OTHER EMERGENCIES OR UNAVOIDABLE CAUSE.



UNAUTHORISED ABSENCES ARE THOSE WHICH THE SCHOOL DO NOT CONSIDER REASONABLE AND FOR WHICH NO LEAVE HAS BEEN GIVEN. THIS TYPE OF ABSENCE CAN LEAD TO THE AUTHORITY USING SANCTIONS AND/OR LEGAL PROCEEDINGS SUCH AS FIXED PENALTY NOTICES.

THESE INCLUDE (but not exclusive to):

ABSENCES WHICH HAVE NEVER BEEN PROPERLY EXPLAINED.

PARENTS/CARERS KEEPING CHILDREN SCHOOL UNNECESSARILY



CHILDREN NOT ATTENDING SCHOOL DUE TO PARENTAL ILLNESS

SHOPPING, BIRTHDAYS, LOOKING AFTER OTHER CHILDREN

HOLIDAYS TAKEN DURING TERM TIME

IF YOUR CHILD IS ABSENT YOU MUST

CONTACT THE SCHOOL as soon as possible on the FIRST DAY of absence or CALL INTO SCHOOL AND REPORT TO RECEPTION.



01282 865840

As parents you are expected to contact the school at an early stage and to work with staff in resolving problems together to make sure your child achieves success.



School need to be able to contact parents for a number of reasons including absence, throughout the year.

Please ensure school have an up to date CONTACT NUMBER at all times.

IF YOUR CHILD IS ABSENT THE SCHOOL WILL

Telephone you on the first day if we do not hear from you

Invite you to discuss the situation with the Head Teacher and/or support staff

Work with Multi Agency Teams to identify better ways to support you and your child