

## Rewards for good attendance



Termly class and individual certificates with rewards

Yearly 100% attendance certificates and rewards

Yearly 95% and above certificates with rewards

Termly letters to parents about attendance

Attendance display boards

West Street



We hope this leaflet has been useful in explaining the Attendance Policy for our school. A complete version of the School Attendance Policy is available from the school office.

When you have any queries about the contents of this leaflet or any questions or concerns about your child's attendance please contact the school office.



We want to see all the pupils of our school achieve their full potential. We know regular attendance is vital in achieving this.

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## West Street Community Primary School and Nursery

every  
**day!**  
counts

## School Attendance Policy

*Headteacher*  
**Miss S. Watson**

## Summary of School Attendance Policy

At West Street Primary School and Nursery, we expect children to attend school every day, as long as they are fit and healthy enough to do so.

We feel that the most important way to promote good attendance is to ensure that both pupils and parents have a positive relationship with school.



Our staff want to work with you and your child to make sure school is a positive experience for everyone. Tell us when there is a problem and we will work with you to fix it.

Research shows that pupils who attend school regularly and on time are more likely to do well in the future.



Regular attendance helps children to develop their confidence and to make and keep lasting friendships.

## What is good attendance?

Anything less than 100% attendance means that your child is missing out on their education.

For example, 90% attendance is the same as missing half a day each week, or one whole month a year of school

## Be on time, Nursery start times are 8.30am for the morning session and 12pm for the afternoon session



Punctuality is also very important.

Did you know, being just 15 minutes late every session means your child would miss the same as 10 days of school each year.

## When your child is absent

School operates a first day response system. As a parent you have a responsibility to contact school before 9.30am on the first day of your child's absence.

When school has not received a reason for the absence we will contact you. When we cannot contact you, a letter will be sent. When you do not respond to the letter, your child will receive an unauthorised absence and a home visit may be made.

## Extended Leave during term

It is important that parents understand that there is **no automatic right** to take holidays during term time.

It is our policy that:

- Parents who are requesting a holiday during term time **must** complete a holiday request form and arrange an appointment to discuss the reasons with the Headteacher/ Mrs. Peake
- Leave will only be authorised in **exceptional circumstances**
- Holidays will not be authorised more than a month in advance
- When the holiday is unauthorised, your child could be removed from the school roll after 20 days
- The school might request to see the airline ticket with the return date on before the child's departure



## The next steps...

When the attendance of a pupil is low, then parents will be contacted by letter. When the attendance does not improve then parents will be invited in to discuss the matter further. Support will be offered to both parents and pupils.