

Walbottle Village Primary School



SCHOOL ATTENDANCE POLICY

As a school we aim to:

- Improve attendance and punctuality of all our pupils
- Celebrate good attendance of 95% to 100%
- Ensure all parents' and pupils' are aware of the importance of regular attendance

Good attendance is important because:

- There is a direct link between poor attendance and underachievement
- Regular attenders make better progress, both socially and academically
- Regular attenders adapt well to school routines
- Regular attenders enjoy learning

As a parent you can help us by:

- Ringing on the first morning of all absences with the reason and saying when the child will return
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness

We will:

- Follow up unexplained absences by phone calls and text on the first day of a child's absence
- Remind parents of the importance regular attendance and punctuality in newsletters, the school prospectus and the Home-School agreement
- Reward good attendance through weekly assemblies and termly letters to parents in line with the LA traffic light system
- Publish your child's attendance rate on his/her annual report
- Let you know if we have concerns regarding your child's attendance
- Monitor any child's attendance who is causing concern with a view to addressing any issues and improving their attendance
- If we continue to have concerns, make a referral to the School Attendance Officer, who visits the school regularly to review and support attendance matters

Authorised Absence

Some absences are unavoidable and are known as 'authorised absences'. For example: if a child is ill, family bereavement, religious observance.

Unauthorised Absence

There are times when children are absent for reasons, which are not permitted. These are known as 'unauthorised absences'. For example: going for a family day out, because it is your child's birthday, unapproved holidays or where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.

Unauthorised absences have to be reported to the Local Authority. The School Attendance Officer may contact you and consider taking legal action against you if your child has unauthorised absences.

Punctuality

- Morning registration is at 8:50am. This is the time your child must be in the classroom, so you need to ensure your child is coming through the classroom door by 8:50am
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day
- If your child misses this short but vital session, their work for the whole day may be affected
- We will let you know if we have concerns about your child's punctuality
- It is also essential that you collect your child from school at 3pm (or at the agreed time if your child has attended a booster class or after school club).

Term Time Leave of Absence

Holidays during school term time will not be authorised. If attendance rates are greatly affected through taking unauthorised holiday, families will be fined in line with government policy.

Policy agreed March 2021