



# **Woodslee Primary School**

## **Attendance Policy**

Agreed by : Headteacher/Governing Body

Amended and reviewed : September 2015

### **Mission Statement**

**At Woodslee Primary School, we strive to create a caring and secure environment, where everyone feels happy, confident and valued.**

**By providing challenging and stimulating learning experiences, we aim to encourage enquiring minds with an enthusiasm to learn.**

# Attendance

## 1.0 School Aims

At Woodslee Primary School we aim to:

- Enable every child to develop to his/her full potential.
- Develop independent, self-confident and self-motivated children who are actively involved in their own learning.
- Achieve high academic standards through delivery of a broad and balanced curriculum.
- Ensure that our children behave appropriately, show respect for others and take responsibility for their own actions.
- Promote partnership between the governing Body, staff, parents and children in order to create an environment where everyone is valued and pupils can learn to become confident, thoughtful and responsible members of society.
- Develop an understanding and tolerance for all people, regardless of their race, background, gender, disabilities and beliefs.
- Encourage our pupils to value differences between people, which will prepare them for life as citizens in a diverse society.
- Encourage good health, hygiene and fitness for all our pupils.

## 2.0 The school's expectations

### 2.1 From Pupils:

- They will attend school regularly
- They will arrive on time, appropriately dressed and prepared for the day.
- Pupils can enter the building at 8.50 am.

### 2.2 From Parents:

- They encourage their children to attend school.
- They contact the school office before 9.30 am whenever their child is unable to attend, and send a note to the teacher on return.
- They ensure their child is appropriately dressed, taking into account of the school dress code.
- They ensure their child arrives in school well prepared for the school day, with homework completed.

### **2.3** Pupils and parents can expect the following from the school:

- School sets Attendance target with the Local Authority in September every year.
- Regular, efficient and accurate recording of attendance and time keeping.
- Contact from the school when a pupil fails to attend and no contact has been made from the parent.
- Early contact with parents when a pupil fails to attend without good reason, and there is a pattern of absences or an excessive number of absences or lateness.
- Immediate action on any problem notified to us, in confidence if necessary.
- Positive measures to encourage good attendance.
- A high quality education.

### **3.0 Positive measures to encourage good attendance**

- Registers will be completed accurately at the start of each day.
- Daily monitoring by class teachers – contact Attendance Officer to raise concerns where appropriate.
- Regular monitoring by Headteacher on attendance and punctuality.
- Certificates to classes with weekly 100% attendance – Squirrel award.
- Reward to pupils with annual 100% attendance.
- Panel meetings with Headteacher, Attendance Officer and Education Welfare Officer where attendance falls below 90%, in persistent absence category. Regular reviews and meetings with parents and warning letters if appropriate.
- Attendance board outside hall.
- Gold stickers for class who achieve 100% attendance.
- Half termly gold and silver certificates for highest attendance.
- Attendance shared with parents on every parents meeting.
- Regular attendance news via school website.

### **4.0 Punctuality/Lateness**

- We lay a great deal of importance on the need to be punctual and to arrive in school on time. Not only does it make for a good start to the day but it shows consideration for everyone else in class. All children who arrive in school after 9.00 am will be marked as late. However, a different code will be used for pupils who arrive after 9.30 am. Procedures to be followed in the case of persistent lateness may involve the Education Welfare Officer.
- Attendance Officer picks up pupils if appropriate.
- Register kept of all attendance below 90%.

- Attendance week by annually
- Punctuality week by annually
- If necessary, Team around the Family meetings are arranged.
- Parents contacted to attend panel meetings in school when attendance falls below 90%.

## **5.0 Medical appointments**

Where a child misses part of the morning or afternoon because of a medical appointment, this will be recorded as “Authorised absence”, please provide a medical appointment card or letter.

## **6.0 Responding to non-attendance and the procedure for lateness**

- If no note or phone call is received from parents, the school will contact the parents.
- In continued non-attendance or lateness, the Education Social Welfare Officer will be alerted by the Headteacher, and multi-disciplinary meetings are set up.
- In the most extreme circumstances, a referral will be made to the local area Attendance Advisory Group.

## **7.0 Requests for leave of absence**

Parents requesting a leave of absence with exceptional circumstances only are asked to make an appointment with the Headteacher or provide their reasons in writing. GOVERNORS HAVE AGREED THAT HOLIDAYS IN TERM TIME WILL **NOT** be authorised. Unauthorised holidays during term time will be passed to the Local Authority and parents may be issued with a fixed penalty notice.

## **8.0 Responsibility**

In order for this policy to be successful, every member of the school community must make attendance a high priority. We must share our enthusiasm for education, communicate its importance to pupils and all members of the school community.