

Attendance

Westfield Primary School attendance policy aims to:

- support pupils and their parents or carers in sustaining the highest possible levels of attendance and punctuality
- ensure that all pupils have full and equal access to the best education that we can offer to maximise learning opportunities
- enable pupils to progress smoothly confidently and happily through the school
- raise parents' and carers' awareness of their legal responsibilities



School education lays the vital foundations for a child's future life.

Research shows that irregular attendance can adversely affect academic and social development.

Parents, carers and school staff must work in partnership to make each child's education a positive and successful experience, and to ensure that all children have full and equal access to all that the school has to offer.

*If you are phoning to inform the school that your child is going to be collected by someone other than yourself you will be asked to identify yourself with a **unique password**.*

The start of the day

- The school day begins at 8.40am. Morning registration will take place by 8.50am and the registers will remain open in the office until 9.20am.
- Any pupil who arrives after the gates are shut at 8.50am and class teachers have taken registers and before the close of registers at 9.20am will need to sign in at the office and they will be marked present but recorded as late.
- Any pupil arriving after 9.20am should also sign in at the office and will be marked as having an unauthorised absence.



As parents or carers it is your responsibility to ensure that your child attends school every day and arrives punctually every day.

When everyone arrives on time:

- registration takes place quickly and smoothly
- the day gets off to a good start for everyone
- your child hears the important information needed to have a safe and successful day
- your child hears the instructions needed to start every lesson
- your child will not be anxious about what they don't know



When your child arrives late:

- late children can delay the morning's assembly/ first lesson for all children attending the school.
- the teacher has to repeat information and instructions whilst others have to wait.
- an unsettled start can result in less progress being made by your child with the day's learning.
- your child will be marked late or absent. Attendance figures are included in your child's Annual Report completed each summer term.

The requirements of the law

By law, schools must record absences and the reason for these absences. If your child is not in school for any reason, please let either the school know in advance or ring the school office before 10.00 a.m. on the first day of the absence.

Where possible, all appointments should be made during holidays and after school.

Parents and carers must provide reasons for absences and the school must decide whether or not they justify authorisation, according to the government guidelines.

Only the Headteacher can officially authorise an absence. The Surrey County Council Inclusion Officer (formerly Education Welfare Officer) makes regular checks on attendance and will meet with parents and carers when required.



Examples of Authorised and Unauthorised Absence

Authorised

- genuine illness of pupil (proof may be requested)
- hospital or dental appointment for the pupil if no alternative time available (proof may be requested)
- death of a close relative
- religious observance (faith of the parents / carers—for the **day** in question)



Unauthorised

- shopping trips
- birthday treats
- oversleeping due to late night
- looking after other children or parental sickness
- holidays in school time (**Flight tickets will be required as proof of holiday**)



The school endeavours to work with all parents/ carers to ensure good attendance. The headteacher will be pleased to discuss any aspect of this leaflet, and support parents and carers where necessary.

Every school day counts!

Information in school

Please ensure that the school office has up to date home and Emergency contact information at all times. Should you change your contact details, including your mobile phone or other emergency contacts, please remember to inform us of these new details.



Holidays in school time /Request for leave of absence

Holidays in school time will **not be authorised**. *Guidelines from the local authority are that they may issue a Penalty Notice (with a fine) to parents/carers for unauthorised leave of absence of five days and more.* This is issued by County. Each parent/carer is liable to receive a penalty notice for **each child**.

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days or receipt of the notice, rising to £120 if paid after 21 days but within 28 days.

A request for leave of absence in exceptional circumstances should be made, in writing, to the Head Teacher. Please pick up a form from the school office. This may be followed up by a face to face meeting to discuss the issues. Authorisation, for up to a maximum of 5 days per year, will only be granted in exceptional circumstances and if attendance is not already low (i.e. above the School Target)

Leave of absence, for exceptional circumstances, will **not be granted if additional leave is taken either side of this time without previous approval**. Proof of flights or other documentation supporting the request **must be produced if asked for**.

This is in line with other schools in Woking and government guidance. Please see our Attendance Policy for further information.

Westfield Primary School



Parents' Guide To Attendance & Punctuality

(If you would like a copy of the full policy, please contact the school)



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