A large, light gray silhouette of a wizard wearing a pointed hat and a long robe, holding a wand with a five-pointed star at the top. The wizard's right arm is raised, holding the wand, and the left arm is extended outwards.

# **Whoberley Hall Community Primary School**

## **Attendance Policy**

## **Introduction**

Regular school attendance is very important. Children need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance can place children at risk, undermining the educational process and in extreme cases can draw children into patterns of anti-social or criminal behaviour.

## **Home / School Partnership**

Parents are responsible for ensuring that children of compulsory school age (5 years to 16 years) receive efficient full-time education and that they arrive to school on time.

At Whoberley the staff and governors will support parents in this responsibility by:

- Providing a comprehensive induction programme for new entrants and parents to help children come to school willingly and with a positive attitude
- Encouraging parents to discuss any attendance related problems with the class teacher / head teacher
- Aiming to ensure that the school is bright, clean, warm and welcoming
- Teachers / teaching assistants being in the classrooms when the children arrive in school to greet and settle the children
- Informing parents of any changes to the school routine through the newsletters

## **Reporting absences**

It is parents responsibility to inform schools of the reason for a child's absence as soon as possible.

At Whoberley parents are expected to contact the School Office by 9.30am on the first day of absence giving as much information as is available at that time. If the absence is prolonged e.g. longer than a week, interim information would be appreciated so that the school can help with homework or other necessary arrangements. This information will be recorded by the School Office.

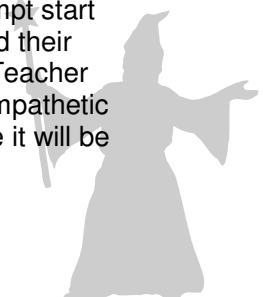
In the event of no reason being given by 9.30am on the first day of absence, parents will be contacted by telephone to establish the reason. If unexplained absence continues or the school is concerned regarding irregular attendance the assistance of the Education Welfare Officer will be enlisted.

## **Registration**

The session times for Whoberley are:

Morning session	8.55am – 12.00noon
Afternoon session	1.00pm – 3.30pm

It is very important that classes make a prompt and effective start. Therefore all children should be in school at the beginning of the day in good time to prompt start at 8.55am. Children who are late must come round to the main entrance and their names will be recorded. This information is monitored closely by the Head Teacher and the school's Education Welfare Officer. Obviously the school will be sympathetic if this is for a good reason. However if a pattern of lateness starts to emerge it will be dealt with in the following way:-



- Parents will be invited to talk to the class teacher / head teacher
- A written warning will be sent to parents
- Continued lateness will be referred to the Education Welfare Officer

***A child is considered late if they arrive in school after 9.05am.***

## **Authorised / Unauthorised Absence**

**Only the school, within the context of the law, can approve absence, not parents.**

### **Illness, Medical and Dental Appointments**

If the school is satisfied that a child of compulsory school age is prevented from attending school because of illness, doctor/hospital or dentist appointments, then the absence will be treated as authorised.

Parents should inform the school in writing or by phone of medical appointments at least 24 hours before the appointment date.

### **Special Occasions**

The school will determine whether an absence in this category should be authorised or not: much will depend on the circumstances of the particular case. Generally the rule should be that only truly exceptional occasions should be sanctioned through authorised absence after discussion with the Head teacher.

### **Family Bereavements**

The death of a family member can be a particularly traumatic event in any young person's life. Schools have discretion to authorise absence to attend funerals or associated events and any request would be dealt with sympathetically.

### **Family Holidays**

The Head Teacher can authorise up to 10 days per year as holiday. Only in exceptional circumstances may the amount of leave granted exceed more than two weeks.

Requests for holidays for up to two weeks should be made on a Holiday Form which can be obtained from the school office or downloaded from the school website. The holiday form will be agreed by the Head Teacher and parents will receive a letter to say that the request has been authorised. In the event of the Head Teacher being unable to grant the request the parents will be informed in writing.

### **Holiday download form**

Please print and complete the form sending it back to school at least two days before the days of absence are requested.

### **Days of Religious Observance**

Absence of a child for participation in a day set aside exclusively for religious observation by the religious body to which the parents belong is classified as authorised absence.

