



## Parent Attendance Policy

### Rationale

**Our attendance target for school is 94%**

Children are expected to attend school **from the start of the first term following their fifth birthday** for the full 190 days of the academic year, unless there is a good reason for absence.

There are two types of absence:

- Authorised (where the school approves pupil absence)
- Unauthorised (where the school will not approve absence)

At Westwood Community Primary School, if a child is absent, parents should call the school on the first day of the absence stating a reason. A note of the call will be taken by the school office, via either F.E.O (Family Engagement Officer) or School Administrator and then teachers will be notified. The school will then decide whether to authorise the absence, depending on the absence reason. For instance if a child was kept off school for a birthday, this type of absence would be unauthorised.

### What are authorised and unauthorised absences?

Examples of authorised absences include sickness, religious observance, approved holiday, absence following the death of a close family member. The ultimate responsibility to authorise absences rests with the Headteacher.

Some examples of when an absence will be classified as unauthorised are when:

- \*A child is kept off school because a parent is ill.
- \*A child is absent because a sibling is ill.
- \*The child is taken on a shopping trip.
- \*The child is absent due to a birthday treat/family treat.
- \*A child is absent due to family work patterns.
- \*The children refuse to come to school or wants to stay at home.

If parents/carers fail to inform school of their child's absence, then the school would contact the home by phone call from the office initially, followed by an email, which will be recorded on SIMs to ascertain the reason for absence, usually by 9.30 am.

### Family Holidays during Term Time

Parents are strongly urged to avoid booking a family holiday during term time. Parents do not have the right to take their child out of school for such a holiday, but the school may choose to grant leave of absence of up to 10 days in any school year in exceptional circumstances.

In considering whether or not to authorise leave for a family holiday, the School will consider each case individually, considering a child's overall attendance and the reason for the holiday. Leave of absence forms can be obtained from the School Office, and **all requests should be submitted to the School Office at least two weeks before the first day of intended absence.**

**The headteacher will not authorise any holiday requests if your child's attendance is below 90%**

We believe that a pupil's absence during term time can seriously disrupt their continuity of learning.

### **Lateness**

**School start times are as follows:**

**\*Gate to the yard opens at 8:45am and close promptly at 8.55am**

Foundation Phase (Reception to Year 2) 8.50am- 3.05pm

Key Stage 2 8.50am-3.10pm

Nursery 9.00am-11.30pm

Any child arriving later than 8.55 a.m. should enter school via the main entrance reporting to the School Office, via the school administrator or F.E.O. Consequently, your child will be marked down late.

Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern further action may be taken.

**Parents are encouraged to:**

- Let the school know as soon as possible why their child is absent.
- Try to make appointments outside school time.
- Not allow their child to have time off school unless it is necessary.

### **Poor Attendance**

• The school will write to the parent/carer and meetings will be arranged to organise support. Following this a referral may be made to the Education Welfare Service and a possible FPN (Fixed penalty notice) issued.

• Parents may contact the Education Support Officer (ESO), who will work with them and the school to resolve the situation. You can contact the ESO via the Local Authority Education Welfare Service at: [inclusion@flintshire.gov.uk](mailto:inclusion@flintshire.gov.uk)

### **Monitoring of Attendance**

Attendance is formally monitored and reviewed by the F.E.O. (Mrs. Gemma Thomas) daily and weekly, with reports sent to the Head teacher for review. The Local Authority Education Support Officer (Julie Mayo) will also monitor school attendance closely and as required by school.

***If we have any concerns regarding your child's attendance, we will make direct contact with you via telephone call or email/letter. (Please see attached table)***

