

A decorative graphic featuring three blue circles of varying sizes and two thin blue lines. One large circle is at the top center, a smaller 3D-style circle is in the middle right, and another large circle is at the bottom right. Two thin lines cross the page diagonally.

Whartons Primary School Attendance Policy

Date of Policy: May 2022

Member(s) of staff

Responsible: Pupil Support Sub Committee

Review Date: May 2023

The Governors and staff of The Whartons Primary School are committed, in partnership with the parents, pupils and Leeds LEA, to building a school which raises attainment and accelerates progress both in the education and social welfare of every child.

We believe that all pupils require maximum school attendance to achieve their full potential and increase opportunities in later life. We are committed to ensuring the right to attend school of each pupil is safeguarded. To achieve this we will proactively encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

A whole school initiative 'Otleyopoly' encourages positive reinforcement of good attendance and children working with their peers to promote class good overall attendance and secure class rewards.

The Governors and staff of The Whartons Primary School Expectations

We expect that all pupils will:

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the day;
- discuss promptly with their class teacher, learning mentor or Headteacher, any problems that deter them from arriving punctually at school.

We expect that all parents/carers/persons who have day to day responsibility for the children will:

- encourage maximum school attendance and be aware of their legal responsibilities;
 - ensure that the child/children in their care arrive at school punctually, prepared for the school day;
 - ensure that they contact the school whenever the child/children are unable to attend school due to illness (on the first day of the child's absence) by 9.15am.
 - contact the school promptly whenever any other problem occurs that may keep the child away from school.
- This ensures that both school and carers know that children are safe.

We expect that school staff will:

- keep regular and accurate records of attendance for all pupils, daily;
- to ensure records of attendance are returned to the office by 9.15 am and 1.30pm;
- monitor every pupil's attendance;
 - contact parents by 9.30am when a pupil fails to attend where no message has been received to explain the absence;
- follow up all unexplained absences to obtain notes authorising the absence;
- encourage and reward good attendance;
- provide a welcoming atmosphere for children;
- provide a safe learning environment;
- provide a sympathetic response to any pupil's concerns
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and Leeds LEA's expectations with regard to regular school attendance;
- refer irregular or unjustified patterns of attendance to the Education Welfare Service; (in accordance with the 5 stage process for managing irregular attendance). Parents may be fined if their children do not attend appropriately.

We expect that Governors will

- agree and adopt an Attendance and Punctuality Policy and ensure that attendance is prioritised within the school community;
- ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- require the headteacher to report Attendance and Punctuality at each Governing Body meeting and to discuss relevant issues;
- set aspirational annual attendance and absence targets
- to regularly monitor progress towards attendance targets set in school and half termly/termly DCSF returns.
- to review the attendance policy annually

Holidays

The school holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during the school holidays.

The Governors and staff of The Whartons Primary School acknowledge that parents do not have the automatic right to remove their child from school for the purpose of a holiday. If a holiday in term time is for exceptional circumstances, a holiday form must be completed prior to the holiday. This can be obtained from the school office. The headteacher will then decide whether or not to authorise the absences. If unsure the headteacher will ask for advice from cluster headteacher colleagues. The Governors and staff of The Whartons Primary School have designated responsibility to the headteacher to grant leave.

A school year runs from 1st September to 31st July

The headteacher will decide whether or not to authorise the absence having considered the reason and whether it falls in to the category of exceptional circumstances. If a parent decides to take their children out of school without permission, they could be subject to a fine.

All Primary and Secondary schools in Otley follow the agreed procedures.

- Related Policies:**
Anti Bullying
PSHCE
Medical conditions
- Child Protection**
Positive Behaviour

Review Date