



Whitehall
Park School
LEARN ENJOY SUCCEED

Attendance Policy

This policy applies to all children in the school, including EYFS



CONTENTS

- 1.0 Introduction
- 2.0 Expectations
- 3.0 Holidays
- 4.0 Encouraging Attendance
- 5.0 Attendance Procedures
- 6.0 Attendance Monitoring
- 7.0 Monitoring and Evaluation
- 8.0 Approval by Governing Body



1.0 Introduction

The governors and staff of Whitehall Park School in partnership with parents and pupils are committed to build a school which serves the community and of which the community is proud.

The governors and staff firmly believe that all pupils benefit from regular school attendance. To this end, the school will do all it can to encourage parents and carers to ensure that the pupils in our care achieve maximum possible attendance and that any problems that prevent full attendance are identified and promptly resolved.

2.0 Expectations

We expect that all pupils will:	We expect that all parents/ carers who have day to day responsibility for children will:	We expect that school staff will:
<ul style="list-style-type: none"> • Attend school regularly • Attend school punctually • Attend school appropriately prepared • Tell someone if there is anything that is preventing these actions 	<ul style="list-style-type: none"> • Encourage regular school attendance and be aware of their legal responsibilities • Ensure that the child (ren) in their care arrives at school punctually, prepared for the school day • Ensure that they contact the school whenever their child is unable to attend school • Contact the school on the first day of absence and send a note on their return to school • Contact the school promptly whenever any problem occurs that may keep their child away from school 	<ul style="list-style-type: none"> • Keep regular and accurate records of attendance for all pupils, at least twice daily • Monitor every pupil's attendance • Contact parents/ carers if a pupil fails to attend school and where no message has been received • Follow up all unexplained absences to obtain notes authorising the absence • Encourage good attendance • Provide a safe learning environment • Provide a sympathetic response to any pupil's concerns • Make initial enquiries to parents/carers of pupils



		<p>who are not attending regularly, express their concern and clarify the school's and the Trust's expectations with regard to regular school attendance</p> <ul style="list-style-type: none"> • Refer irregular or unjustified patterns of attendance to the Education Welfare Service • Meet, where possible, the requirements of the UN convention – The Rights of the Child, by ensuring that they are consulted in all decisions that relate to them
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3.0 Holidays

The school holiday schedule will be published one term in advance (both as a paper copy and on the school's website). In determining the holiday pattern, the Headteacher will take account of the holiday patterns of other local schools to enable parents to most effectively provide childcare arrangements. The school takes a clear position that it expects parents/carers to book all holidays during official school holidays. If for a specific reason, an absence during term time is unavoidable, a holiday request form must be completed and approved prior to the holiday being booked. These can be obtained from the school office and school website.

The Headteacher will decide whether or not to authorise a requested absence. The Headteacher, on behalf of the Governing Body, can grant leave at their discretion for up to 10 days in any school year. No parent/carer can demand leave of absence for their pupil as a right. No person other than the Headteacher can authorise term-time absence.

The Headteacher will decide whether or not to authorise the absence having considered:

- The pupil's attendance record
- Whether the holiday exceeds the maximum of 10 school days in any one year (unless it is felt that the experience would be of beneficial educational value or it is an exceptional circumstance)
- The dates of the holiday, ensuring that it would not prevent the pupil from taking important examinations/assessments

Factors included in determining whether attendance will be approved:

1. No absence will be approved for pupils between January and external examination dates (until completed) unless there are exceptional circumstances.
2. If a pupil's attendance is 85% or below, absence will not normally be authorised unless it is for medical reasons.
3. If a pupil's attendance is 90%, absence will only be authorised in exceptional circumstances.
4. If a pupil's attendance is below 95%, an absence may be authorised if there are specific reasons that prevent the absence being during school holidays or out of school hours.
5. If a pupil's attendance is over 95%, an absence will be authorised unless there is a specific reason not to.
6. If there is heavy snow, an absence will only be authorised if the family lives more than a mile from school and/or there are specific reasons why an adult could not walk with the pupil to school.

4.0 Encouraging Attendance

At Whitehall Park School, we encourage attendance in the following ways:

- By providing a welcoming and safe environment
- Involving pupils in attendance through an attendance reward system
- By responding promptly to a pupil's or parent's concerns about the school or other pupils
- By marking registers accurately and punctually during morning and afternoon registration. If a pupil arrives at school after the close of register without a written explanation, the lateness will be recorded as an unauthorised absence and the pupil's name recorded in the late book in case of a fire drill
- By publishing and displaying attendance statistics and school attendance targets
- By celebrating good and improved attendance
- By appointing an 'Attendance Governor' whose role it is to work closely with the school and local council's Education Welfare Service (EWS)
- By monitoring pupils' attendance and informing parents/carers in writing of irregular attendance; arranging meetings with them if necessary and referring the family to the EWS if the irregular attendance continues.

5.0 Attendance Procedures

- Pupils are able to enter school from 8.20am each day (i.e. 20 minutes before registration).
- Registration takes place between 8.40 – 8.45am.



- Pupils who are late to school must enter via the school office. This is essential to ensure that all 'lates' are recorded in case of a fire or evacuation.
- Registers will be checked for every session by the admin team.
- A Learning Support Assistant will be present each morning to welcome late pupils and deal with any specific issues.
- A Learning Support Assistant will check the school's answer phone for any absences communicated to the school each day and respond to messages left by parents.
- Punctuality awards will be given on a termly and annual basis.

6.0 Attendance Monitoring

The Headteacher is responsible for undertaking daily routine attendance monitoring. This involves dealing with late pupils, contacting parents about on-going attendance and punctuality issues and ensuring that agreed systems are followed.

Each half term, the Headteacher will discuss the school's overall attendance and will identify specific pupils who cause concern in relation to either attendance or punctuality.

7.0 Monitoring and Evaluation

The Headteacher will review this policy statement annually and update it in consultation with key staff, in line with current best practice as s/he considers necessary.

8.0 Approval by Local Governing Body and Review Date

This policy has been formally approved and adopted by the Local Governing Body at a formally convened meeting.

Signed: _____

(Chair of Governing Body)

Date: _____

Review date: _____

End of statement