



WESTFIELD SCHOOL POLICY AND PROCEDURE

Attendance Policy

DATE WRITTEN: April 2014

PRINCIPAL AUTHOR: J Mead

MOST RECENT UPDATE: January 2017

WESTFIELD SCHOOL

POLICY DOCUMENT

ATTENDANCE POLICY

Rationale

At Westfield we place great importance on good attendance; which is crucial in helping students to fulfil their academic potential. As a school we look to raise levels of achievement by encouraging the highest levels of attendance, punctuality and involvement in the school. Research shows that there is a clear link between attendance and pupil attainment and well-being

AIMS

- To raise levels of achievement by ensuring the highest possible levels of attendance
- To inform parents of attendance and punctuality issues.
- To identify causes of non-attendance and take action.
- To improve attendance of individuals, groups and the school.
- To provide support, advice and guidance to parents, carers and students
- To work with other agencies
- To recognise the diverse needs of our individual students

Westfield is committed to the continuous raising of achievement of all our students. Regular attendance is critical if our students are to be successful and benefit from the opportunities presented to them. One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all and we use a variety of awards to promote good attendance and punctuality.

The Governors, Headteacher and Staff in partnership with parents have a duty to promote full attendance at Westfield

School expects that parents will:

- Endeavour to keep health appointments and holidays out of school hours when possible.
- Inform a member of staff of any reason or problem that may hinder their child from attending school by telephone or sending a message on the first day of absence, preferably by 9:30
- Fulfil their legal responsibilities and ensure their child/ren attends school.

- Contact school, as soon as is practical whenever their child is unable to attend school, by telephone or sending a message on the first day of absence, preferably by 9:30
- Seek permission from the school for any leave of absence. The Headteacher has the right to refuse authorised attendance in accordance with LEA guidelines.

Parents and students can expect the following from the school:

- Regular, efficient and accurate recording of attendance.
- Early contact by telephone on the first day of absence, when a student is absent without explanation
- A telephone call or home visit by our learning mentor
- Action on any attendance problem notified to the school up to and including a referral to outside agencies if appropriate
- Support with long term absence due to prolonged illness/hospital stay i.e work sent home if appropriate
- Attendance figures are published in the Annual School Profile

We encourage attendance by:

- Consistent, clear communication with parents and pupils about the importance of regular, prompt, attendance.
- Setting targets for improved attendance and sharing these with Governors, parents and pupils.
- The accurate completion of registers at the start of each session, and within 30 minutes of the start of each session.
- Students with 95% or above attendance will have their achievements recognised each week during Awards Assembly.
- Any child attending 95% or above for a full year, receives an Attendance Achievement Certificate at the Annual Presentation Award Ceremony.

The school responds to non-attendance by:

- The Learning Mentor contacts parents on the first day of an absence if no reason or notification has been received. Contact will be by telephone.
- If there is no response to the telephone call a letter or text will be sent
- If there is no response to the first contact the Learning Mentor may do a home visit. It may be necessary for the class teacher or headteacher to accompany her on this visit.
- Where a pattern of non-attendance is emerging the parent/carer is invited to visit school to work with school staff to help resolve the difficulties

Holiday Absence

Westfield School acknowledge that from time to time some parents will want to take their children out of school for holidays. While we would not encourage this activity it is within

the Head's power to grant and authorise up to two weeks holiday leave (10 days) in any academic year, following consultation with governors. The school considers that these occasions should be kept to a minimum and that **repeat requests within that same year would not be authorised**. Prior written notice and reason for the holiday during school time would need to be submitted to governors for authorisation prior to the trip.

This policy was presented to the Children's Families and Community Committee on 23.1.17, and subsequently adopted by the Governing Body

Signed _____ Chair of Governors. To be reviewed annually