

WEST TOWN LANE ACADEMY

WHERE LEARNING IS AN ADVENTURE

ATTENDANCE POLICY



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ACADEMY

CHILDREN'S RIGHTS AND RESPONSIBILITIES

Article 28- All children and young people have a right to a Primary education, which should be free. Young people should be encouraged to reach the highest level of education they are capable of;

RATIONALE

WTL Academy is committed to providing all its pupils with a full-time education, which maximises opportunities for each pupil to realise his/her full potential. We will work with pupils and their families to ensure each pupil attends school regularly and punctually.

PURPOSES

- To improve the overall percentage of attendance of pupils at the Academy
- To make attendance and punctuality a priority for all those involved in the school community
- To agree roles and responsibilities and promote consistency.
- To provide support, advice and guidance to parents and pupils
- To develop a systematic approach to gathering and analysing attendance related data
- To further develop positive and consistent communication between home and the Academy
- To ensure clarity of when absences will be authorised or not
- To provide clear guidance on penalty notices

GUIDELINES

Parents/ carers must inform the office whenever a child is absent from school, providing a reason. This will be recorded on a note and added to the register and teacher informed. Any notes written directly to teachers will be sent to the office in order they are processed appropriately and the correct codes entered in to the register.

Attendance will be entered on to the SIMS database on a daily basis by the class teacher. Daily attendance statistics will then be available to senior staff by approximately 9:30a.m. each day.

The registers will 'close' at 9:25a.m., with any children attending after this time being recorded as an unauthorised absence.

The school will send letters to any family whose child persistently arrives late for school, periods of unexplained absence or who has a regular pattern of non-attendance.

Holidays will only be authorised in exceptional circumstances. Parents must put their request in writing to the headteacher.

The Academy Learning Mentor will monitor attendance on a weekly basis, and will be available to parents/carers with help and advice.

The Local Authority Educational Welfare Officer will liaise with the Academy on a termly basis, and priority cases will be alerted with notes for action.

In accordance with government legislation, a fixed penalty notice will be issued where a child has been absent without authorisation for between 8-20 sessions (a whole day counts as two sessions) within a ten week period. A penalty notice will then be issued to the family by the local Authority. A leaflet explaining penalty notices is sent to every family at the beginning of each academic year, and is also available from the reception area.

Education Welfare will be notified of all cases where absence falls below 89% attendance.

Lateness

The school encourages parents to be on time to collect their children. In the event a child is not collected from their teacher at the end of the school day the teacher will bring the child to the office and attempts will be made to contact the parent(s) or carers. The school encourages parents, if they are unable to be at school on time, to make alternative arrangements for their child(ren) and to phone the school office to explain the situation/emergency.

Parents or carers who are regularly late collecting their children after 3.30pm will be charged £5.00 per child per half-hour. Consideration will also be made to contacting childrens' social care if the school feels this is in the best interest of the children.

CONCLUSION

Our school has a good attendance record, with children who are motivated to learn. Where families do not support their child by sending them to school, we will work with them and other agencies to improve the situation and ensure children receive the education they are entitled to.