



THE WESTON FEDERATION

ATTENDANCE POLICY

On this page you will find the school procedures for Attendance at Weston Infant & Junior Academy

Absences due to Sickness

If your child is not attending school, please contact the school on the first day of absence **by 9.30 am** giving the reason for their absence.

If the school has not heard from a parent/carer as to why their child is absent by 10.00am on the first day of absence, the school will telephone them.

Planned absences

Please try to arrange medical appointments during holiday times or out of school hours.

If you cannot make doctor or dentist appointments out of school hours, wherever possible the child should come to school before the appointment and return to school afterwards. Please provide a written explanation or an appointment letter beforehand.

If you wish to take your child out of school for a religious observance please inform the school beforehand with a written explanation at the earliest opportunity.

Requests for Absence

Please complete a leave of absence form which can be obtained from the School Office

Each request for absence will be looked at individually by the Principal and the parent/carer will be informed by letter whether the absence has been authorised or not. If the Head Teacher cannot authorise a requested absence and the parent/carer still removes their child from school, the absence will be unauthorised and will be recorded as such in the class register. This will then be reported to the Education Welfare Officer who may wish to issue a fixed penalty notice. If a child fails to return to school on the expected date, any extra days will be unauthorised and will be reported to the Education Welfare Officer unless a valid reason is given and accepted by the Headteacher. If a child fails to return to school after 10 days have elapsed from the expected date and no valid reason has been given for the continued absence, the school may remove the child from the school roll.

The school can only authorise an absence in the following circumstances:

Genuine illness

Dental/Medical appointments (these should be made out of school hours where possible)-medical appointment card/note to be provided.

Family bereavement

Religious observance

What is NOT acceptable?

- Caring for a parent or sibling
- Going shopping
- Day trips
- Birthdays
- Inclement weather

Family holidays must not be taken during the school term. The guidelines from Stoke Local Authority state that under **no circumstances** should schools authorise absence for holidays or other circumstances on the grounds of cost.

If you take your child on holiday without authorisation, the Local Authority has the power to issue a Fixed Penalty Notice.

If you need to take your child out of school during the day please let the school know before the date, stating the reason, the date and time of collection. This must be addressed to the school office.

When collecting your child, please sign him/her out of school at the school office. Please try to make medical appointments out of school hours.

It is a parent's legal responsibility to ensure their child is in school. All patterns of attendance; holidays, lateness, medical and sickness are monitored closely and in cases of poor attendance/punctuality referrals are likely to be made to the Education Welfare Officer.

We appreciate that the majority of our school community already follow the guidelines and we appreciate your continued support in this matter.

PUNCTUALITY

- If you arrive after 9.00 am you must enter the school via the school office to be registered.
- If your child arrives between 9.00 am - 9.20 am they will be marked late.
- If your child arrives after 9:20 am they will receive an unauthorised absence mark.

School starts at 9:00am and all children should be in school ready to start the day. If lateness occurs the Business Officer will speak to parents offering information about Breakfast clubs and Oak Tree Care Club and Dawn til Dusk Club to aid Parents mornings. If persistent lateness continues, then a letter will be sent from the school, followed by the Education Welfare Officer contacting parents.

AWARDS

**Weekly celebration assembly –
Weston Infant Academy**

- Weekly celebration assembly (Parents of pupils receiving awards welcome)
- Simba Cuddly toy for the best class attenders to keep in the class for a week
- Mr Tumble on time for the best class early birds to keep in the class for a week
- 100% stickers for children who have full attendance for the past week (School Council to give out where possible)
- Information in Newsletters

Weston Junior Academy

- Half termly celebration assembly (Parents of pupils receiving awards welcome)
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REVIEW ANNUALLY