



**Whitehill**  
Primary School

## **POLICIES AND PROCEDURES**

### **ATTENDANCE POLICY**

<b>Date Policy Originated/Amended</b>	<b>Date Policy Approved by WPS Governing Body</b>	<b>Signature</b>
February 2018	July 2018	Anne Robinson

For review by WPSLGB

Next review due: July 2020



## Whitehill Primary School Attendance Policy

Regular attendance at school is a basic essential for educational success. It is the responsibility of all parents to make every possible effort to ensure the full attendance of their children when school is in session. Absence will have an adverse impact on attainment.

- All medical appointments should be taken outside school hours whenever possible.
- There is no entitlement to take holidays during term time. Term dates will be available well in advance on the school website.

### Exceptional Circumstances

Absence resulting from genuine illness or unavoidable medical appointments will be authorised, as will those resulting from exceptional circumstances. All requests for absence due to exceptional circumstances should be addressed directly to the Headteacher in writing and will be treated on an individual basis.

### Notification of Absence

We require parents to inform the school by telephone (01474 352973 - take the "Report an Absence" option on the automated switchboard) of student absence before 8.30am on the first day, and will contact home that day if no explanation is offered. If no contact is made, the Family Liaison Officer will make every effort to contact parents before 10.00am.

### Persistent Absentees

There will be occasions where absence is unavoidable, usually as result of illness or injury, and will prevent full attendance. As a school, average attendance rates are around 95%.

From term 3, where attendance falls noticeably below this level without a clear reason, the parents will be contacted to discuss what can be done to improve the situation:

- Between 90-94% - Class teacher will inform parents of the percentage absence via the contact book and parents will be given the opportunity to discuss this with the teacher.
- Below 90% - The Family Liaison officer will contact the parents and host a meeting to discuss attendance at the school.

Where appropriate, we will notify other agencies to help support individuals and their families with attendance.

In cases of repeated unauthorised absence, the school will seek to follow a route towards imposing a **fixed penalty fine**. The school will also seek to involve the support of outside agencies in the case of persistent absentees.