



The  
Westminster  
School



Attendance  
Policy  
Summary  
2018-2019  
(English)

## 1. Introduction

For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at School, on time, every day the School is open unless the reason for the absence is unavoidable.

## 2. Why Regular Attendance is So Important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same classes.

### Promoting Regular Attendance:

To help us all to focus on this we will:

- Give you details on attendance in our regular Home - School Newsletter
- Report to you on how your child/children is/are performing in School
- Celebrate good attendance through rewards
- Inform you of progress towards your attendance target

## 3. Understanding Types of Absence

Every half-day absence from school has to be classified by the School (not by the parents), as either **authorised** or **unauthorised**.

Authorised absences are absences with valid reasons (i.e. illness, appointments)

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off School unnecessarily
- Truancy before or during the School day
- Absences which have never been properly explained
- Children who arrive at School too late to get their mark
- Shopping, looking after other children or birthdays
- Day trips and holiday in term time which have not been agreed

The school will support you if you are having difficulty with getting your child into school.

## 4. Persistent Absenteeism (PA)

A pupil becomes a 'Persistent Absentee' (PA) when they miss 10% (19 days) or more schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this.

## 5. Absence Procedures

**If your child is absent you must:**

- Contact us as soon as possible on the first day of absence
- **Maintain regular contact if child is absent for more than one day**
- Send a note on the first day they return with an explanation of the absence - you must do this even if you have already telephoned us;
- **Provide medical evidence for any medical/hospital appointments, letters or cards accepted by school**
- Or, you can call into School and report to reception, who will arrange for a member of staff to speak to you.

**If your child is absent we will:**

- Telephone you on the first day of absence
- if absences persist; and agree steps forward to improve the situation.
- Refer the matter to the Attendance and Prosecution Officer if attendance does not improve.

## 6. Attendance and Prosecution Officer

If attendance difficulties resolved, the School may refer the case to the Attendance and Prosecution Officer from the Local Authority. These Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court

## 7. Lateness

Poor punctuality is not acceptable. Late arriving pupils can disrupt lessons, which can be embarrassing for the child and can also encourage absence.

**How we manage lateness:**

Lessons start at **8.55am** and registers are marked

At **9.30am** the registers will be closed. If your child is not present at this time your child will be marked as late or absent

## 8. Leave of Absence in Term Time

Taking leave of absence in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time. There is **no** automatic entitlement in law to time off in school time to go on holiday.

The Head Teacher will **NOT** authorise any holidays during term time, unless there are exceptional circumstances.

Any period of leave taken without agreement of the School, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice, **in line with guidance from Dfe and Government guidelines.**

**Those People responsible for attendance matters in this School are:**

B Taylor, Assistant Head Teacher, Key Stage 4 and 5

D Taylor, Family Support Worker

J Turner, Assistant Head Teacher SENCO

## 9. Summary

The School has a legal duty to publish its absence figures to parents/carers and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend.

All School staff are committed to working with parents/carers and pupils as the best way to ensure as high a level of attendance as possible.

**Date of Policy/Review: February 2018**

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I have read and understand the terms and conditions of the Attendance Policy at The Westminster School.

Signed:

Child's Name:

Form: