

SCHOOL POLICIES AND PROCEDURES

The school and parents have a duty to ensure that all children receive the best possible education to their full potential; this also means ensuring regular attendance.

Good attendance is not only important for your child to achieve and perform to their full academic potential; regular attendance also helps children feel more secure in school and develop their interpersonal skills by bonding with their class mates.

At West Acton Primary we adopt a "FIRST DAY CONTACT" policy with regards to attendance:

- ❖ If your child cannot come to school, we expect you to call us on the first day of absence on 020 8992 3144.
This number is connected to an answering machine, so you are welcome to call out of hours as well.
- ❖ Should your circumstances make it impossible for you to phone, we would appreciate absence slip to be handed into the office by a brother or sister, if applicable.
- ❖ Once your child returns to school, you must hand an absence slip into the office, should you not have already done so.

As a school, we also have a duty of care and will therefore always contact you if we do not hear from you.



AUTHORISED AND UNAUTHORISED ABSENCES

The registers are marked every day, morning and afternoon, and this data is then entered into our computer system.

All absences are letter coded (as you might have seen on previous attendance certificates), some of these are authorised and some are not.

If you do not contact us when your child is absent, we use "N" (which stands for "no reason provided") and this is classed as an unauthorised absence. It is therefore very important that you inform us about the reason for your child's absence, to avoid unauthorised absences!

We always try to deal with problems sympathetically, so if there is a compassionate reason for your child's absence, please let us know and we will offer help and/or advice.

FREQUENT AND/OR UNAUTHORISED ABSENCE

We are required by law to report poor attendance to the LEA and we have an Education Welfare Officer attached to our school, Marja Morey, who inspects our data every Month.

Her role is to liaise with our Attendance Officer and to discuss all those pupils whose attendance has fallen below the minimum acceptable percentage.

The Department for Education and Skills is looking for a minimum of 95% attendance!

Our first step is always to contact you to inform you of your child's attendance issues and make you aware that your child is being monitored.

Once a few weeks have passed, if there is no improvement, the Education Welfare Officer will get in touch with you.

HOLIDAYS

We are always concerned about the amount of school time that pupils miss as a result of holidays with their parents.

Only in exceptional circumstances are 10 school days per year allowed for this, and you always need to fill out a holiday form **prior** to your travel and await the headteacher's authorisation.

When filling out a holiday form it is essential that you give a return to school date. If your child does not return on the agreed date and we cannot make contact with you, the school has the right to take your child off roll. You would then need to reapply for a space, which the school cannot guarantee.

One last **"top tip"**:

If you book a holiday a year in advance, you can qualify for huge discounts – often as much as you would get if you travelled in term time!

LATENESS

School starts at 8.55 am and lessons start promptly after registration. Please help your child be on time.

When a child arrives after the start of the lesson, he or she misses part of the teaching and starts the day at a disadvantage.

Late arrivals also cause disruption to the teacher and the rest of the class.

When your child is late, you must announce your arrival to the Office & explain your reason for being late.

This will ensure that if the register has already been collected from the classroom, your child will be marked in as present on our computer systems.