

**WELLESBOURNE  
PRIMARY AND NURSERY  
SCHOOL**



**ATTENDANCE POLICY**

# **Attendance Policy**

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs s/he may have.

Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. Wellesbourne Primary and Nursery School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

## **What is expected of the pupils:**

- To respect themselves and others
- To do all they can to attend school regularly and punctually
- To inform a trusted adult if they feel that they are being bullied
- To encourage friendship and a sense of belonging
- To be happy and encourage others to feel happy

## **What is expected of the Parents:**

- To offer a reason for any period of absence, preferably before the absence or on the first day of absence
- To ensure that their child arrives at school on time, properly dressed, with the right equipment and in a condition to learn. A reason should be offered for any lateness
- To work closely with the school and Education Welfare Officer (EWO) to resolve any problems that may impede a child's attendance
- To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused.
- To be aware of curriculum requirements and be especial vigilant with regards to attendance during important academic times such as SATS
- To support their child and recognise their successes and achievements

## **What is expected of the School:**

- To create a school ethos that pupils want to be part of
- To meet the legal requirements set out by Government
- To give a high priority to punctuality and attendance
- To develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- To consistently record authorised and unauthorised absences within the guidance of the 1995 education act

- To develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance
- To encourage open communication channels between home and school
- To develop procedures for the reintegration of long term absentees
- To develop procedures leading to a formal referral to the EWO
- To adequately provide for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum