

## Targets

Our school target for attendance is **96%**.

Targets can also be set for individual pupils with poor attendance or punctuality.

### What can parents do to help?

- Inform school before 9.30am of your child's absence. Please provide a full reason for the absence. Reasons such as poorly, unwell, ill will not be authorised
- Try to make doctors, dentists and opticians appointments outside of school time
- Do not allow your child to have time off school unless it is really necessary

### If you are worried about your child's attendance at school what can you do?

- Talk to your child; it may be something simple
- Talk to the Headteacher or a member of the Safeguarding, Attendance and Welfare (SAW) team.

As a parent, you are responsible for making sure that your child attends school regularly!

If poor attendance or punctuality continues...

The school may refer to the schools Local Authority Attendance Officer  
(Nikki Stewart)

Parents may contact the Education Welfare Officer, who will work with you and the school to resolve the situation.  
(Number available from the School Office).

EVERY MINUTE MATTERS!

EVERY SCHOOL DAY COUNTS!

A full copy of the policy is available on request and on our website.

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**Willenhall**  
Community  
Primary School

**Our Policy**

**on Attendance**

Your child's education

is priceless

“Ambitious young minds are the future leaders of our community”

## Attendance Policy

At Willenhall Community Primary we recognise that regular attendance by pupils is an important factor in raising achievement. We also consider that the prevention of unauthorised absence forms an integral part of our policy to promote good behaviour and discipline.

Children are expected to attend school for the 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

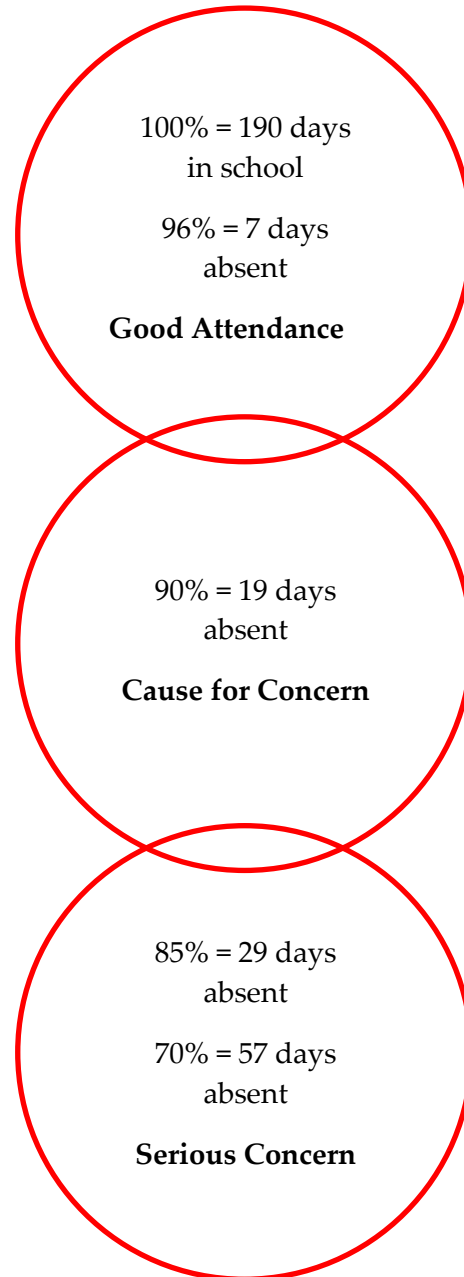
- Authorised (Where the school approves pupil absence)
- Unauthorised (Where the school will not approve absence)

Examples of authorised absence are:

- Illness that makes your child unable to come to school; e.g. ear infection, chicken pox, hospital appointments
- Days of religious observance
- Family bereavement

If your child is absent, parents should inform the school on the first day of the absence by 9.30am, stating the reason. **Parents should keep school informed daily where necessary.** The school will then decide whether to authorise the absence.

## Know Your Child's Attendance



## Punctuality

Doors open and children are invited into school:

- Reception - 8.50am
- Years 1 & 2 - 8.45am

Teachers collect pupils from the playground:

- Years 3, 4, 5 & 6 - 8.50am.

All pupils are expected to be in school for registration at **8.55am**. Any child arriving later than 8.55am should enter school via the main entrance reporting to the school office.

Parents/Carers should sign their child in using the electronic system; this will ensure the correct reason is recorded on your child's register.

Pupils who are constantly late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern further action may be taken.

5 minutes late every day - your child will lose 3 learning days a year. Being late gives your child a very poor start to the day.

15 minutes late every day - is like your child being away from school for 2 whole weeks a year. Being late can make your child feel different, flustered and embarrassed.

30 minutes late every day - is like missing 19 learning days a year. Court action is possible. Being late makes it difficult for your child to settle and learn to the best of their ability.