



Weobley High School

Attendance Policy

Introduction

At Weobley High School we place great importance on good attendance; which is crucial in helping students to fulfil their academic potential. As a school we look to raise levels of achievement by encouraging the highest levels of attendance, punctuality and involvement in the school. Research shows that there is a clear link between attendance and pupil attainment and well-being.

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children who are of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

Responsibilities

School

- Will ensure that records of attendance are maintained on a daily basis according to Government legislation and guidance
- Will encourage good attendance and will investigate unexplained or unjustified absence
- Will follow up on instances of poor attendance and punctuality
- Will keep parents informed of their child's attendance/punctuality record
- Will work closely with parents, should attendance or punctuality give cause for concern
- Will implement a system of rewards and sanctions

Parents

- Are legally responsible for ensuring their child's regular and punctual attendance
- Will inform school of the reasons for their child's absence on the first day of absence
- Will avoid arranging family holidays during term time
- Will maintain regular communication with school staff where necessary

Pupils

- Are expected to attend school and all of their lessons regularly and punctually
- Must hand notes giving reasons for any absences to the relevant person
- Are expected to be ready to learn

- Will not leave the school without permission

Communication with School

In order that we might be sure of the whereabouts and safety of our pupils we ask that parents/carers contact the school by 9.00am on the morning of the first day of absence to notify us of the reason for that absence. The methods for doing this are:

By phone: 01544 318159

By Email: admin@weobleyhigh.hereford.sch.uk

We also use the 'Keep Kids Safe' automated system:

Absence Hotline: 0844 239 3072

Text: 07624812068

If the absence extends beyond two days, parents/carers should ring again to keep the school updated. On return to school, a letter signed by the parents/carers is required to confirm the reason for absence and the dates involved. We ask that this letter is brought to school on the first day back.

Lateness

Poor punctuality is unacceptable. Where a child misses the start of the day they miss work and do not spend time with their form tutor, missing vital information and news of the day. Pupils arriving late also disrupt lessons, can cause embarrassment to the child and can encourage absence.

Planned absence during term times

Medical and dental appointments should be made outside school time wherever possible. If a pupil does have to leave school for an appointment, where possible the appointment should be made at the start or end of the school day. A note should be made to the form tutor in advance, stating the time and date of the appointment.

Requests for a planned day of absence, for example to attend a family ceremony or music examination should be made in advance. The school will consider the request, taking into account the reasons given and the student's attendance record.

Parents are expected to take family holidays during school holidays and should not take pupils on holiday in term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. We expect everyone to aim for 100% attendance at school and to this end we do not support family holidays during term-time. Families who take unauthorised holidays in term time will be issued with a penalty notice. Parents planning a holiday due to exceptional circumstances should contact the school at least a month in advance to complete an absence/holiday request form. On this form, they should state clearly the exceptional reasons for the need to take the holiday during the school term and the school will consider the request.

Penalty Notice

A Penalty Notice may be issued to any parent who fails to ensure regular and punctual attendance of their child at school. Headteachers and nominated deputies may request a Penalty Notice to be issued. A Penalty Notice is a fine issued and administered by Herefordshire Council.

Families who take unauthorised holidays in school term time will be issued with a Penalty Notice (fine) £60 per pupil, per parent.

Support

Whilst any pupil could be off school due to illness, sometimes they may become reluctant to attend school. Staff will work with families to address any issues or problems with attendance which may arise. We advise strongly against families allowing a child to be absent from school and have professionals at school who are able to offer assistance if this becomes a problem.

Members of Staff have regular conversations with pupils with regard to their attendance. Pupils are tracked and monitored through our pastoral system. If you have any concerns with your child's attendance please discuss it with their Form Tutor or Learning Co-ordinator. Likewise we may invite you in to discuss the situation with a member of our pastoral team. As a school we work closely with the Herefordshire Council to improve attendance across the school.

All staff at Weobley High School are committed to working with parents and pupils towards the best way of ensuring as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

Reviewed on:	July 2013
By:	D. Nicholas (Deputy Headteacher)
Effective from:	September 2013
To be ratified by the Governing Body on:	18th September 2013
To be reviewed:	December 2015