

*By law, all children of compulsory school age (between 5 and 16) must get a suitable full time education. As a parent, you are responsible for making sure this happens. Should you fail to ensure a child of compulsory school age does attend regularly, legal action may be taken by the Local Authority.*

## Leave in Term Time

### **PLEASE THINK CAREFULLY BEFORE TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME!**

**By law, you must ask for permission for your children to miss school** well in advance of the planned absence. Parents can request a leave of absence. This can only be authorised when the circumstances are exceptional.

Parents who take a child of compulsory school age out of school without permission may be issued with a **penalty notice** from the Local Authority.

**Application forms for a leave of absence are available from the school office.**

### **Attendance Roles in School**

Teacher—take registers

Mrs Gerrard - Checks registers every day  
makes follow up phone calls

Mrs Peake (Attendance Officer) - Overviews  
attendance of whole school

Miss Watson (Head Teacher)

When you have a problem with your child's attendance please contact us so we can work together to improve this.

## **WEST STREET PRIMARY SCHOOL**

West Street  
Colne  
Lancashire  
BB8 0HW

Phone: 01282 865840

E-mail: [head@weststreet.lancs.sch.uk](mailto:head@weststreet.lancs.sch.uk)

Website: [www.west-street.org](http://www.west-street.org)

## **WEST STREET PRIMARY SCHOOL**

School Attendance

### **Information & guidance about your child's attendance**



When you have any questions about the information in this leaflet please contact Mrs Peake on 01282 865840. Alternatively, visit our website for our school attendance policy.

# SCHOOL ATTENDANCE

We would like to emphasise the important role you play in your child's education. In order to feel confident and secure your child needs to see the relationship between home and school. Good communication between families and school helps to ensure a smooth transition and also enables the teacher to learn about each child from the adult that knows them best.



## Types of Absences

### What school expects from our families:

- It is vital that each child attends school regularly.
- Children should arrive on time every day.
- When your child is absent for any reason you **MUST** contact school straight away to explain why your child will be absent. This can be done via telephone, text, or email. When we do not hear from you, we will contact you.
- Pick your child up on time at the end of the day.
- Avoid leave in term time—leave must be requested in advance by completing a

**Children start school at 9am promptly and finish at 3.30pm. School is open from 8.45 am.**

Registers close at **9.30am**. When your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and will be unauthorised.

Every half-day absence from school has to be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. **This is why information about the cause of any absence is always required.**

**Authorised** absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments (emergencies or other unavoidable causes) which unavoidably fall in school time.

**Unauthorised** absences are those which the school does not consider reasonable and for which no authorisation has been given. This type of absence can lead to the local authority using sanctions and/or legal proceedings.

The decision whether to authorise an absence or not rests with the Headteacher. In accordance with Regulations, leave will **only** be authorised in **exceptional** circumstances.

## Persistent Absences

At our school we aim for 100% attendance. When the attendance of an individual child falls below **90%**, school will start to monitor more closely the amount of time that child has off school and the reasons behind the absence. School may use strategies such as parenting contracts, attendance panels and referrals to the local authority attendance team in order to support parents in improving attendance.

The Department for Education has determined that **from September 2015** a pupil becomes a persistent absentee when their attendance falls below **90%**. When attendance nears this level children have already missed significant amounts of schooling; meaning that their educational progress is at risk. We need parents' full support in ensuring that attendance does not reach this level. Parents may be asked to attend an Attendance Panel meeting to discuss their child's attendance.



School may ask for supporting evidence before an absence is authorised. For example, prescriptions or appointment cards or similar.