

# West Heselton CE Primary School Attendance Policy

“Children are at the centre of all we do”



We encourage everyone in our school community to live life well reflecting Christian attitudes and values and working in partnership with families as part of a wider, caring community.

The hallmarks of a Christian life lived well are –  
Love, Joy, Self-control, Peace, Kindness, Patience, Generosity, Gentleness, Faithfulness. Galatians 5:22 – 23

## **Introduction**

Good attendance and punctuality at school is important and ensures continuous learning. We encourage good attendance and celebrate this at the end of each school year. School encourages good attendance through making the school day and pupils' learning enjoyable. We aim to encourage a positive attitude to school to nurture learning in all pupils. Children need to feel that their contribution in school is valued and all staff care about them as individuals.

## **Attendance at School**

Parents are legally obliged that unless there is illness or some other acceptable reason for absence, children, from the start of the term after their fifth birthday, should attend school for each session during the prescribed school days of the academic year. Children are welcome to arrive between 8:30 and 8:45 each morning. Children should be collected at 3:25 or from their school club if appropriate. Pupils arriving and leaving at any other time should be signed in by a member of staff in the school office.

## **Reporting of Absences**

Schools are responsible for the safety and whereabouts of all pupils each day.

Parents are responsible for contacting the school as soon as possible and definitely before 9am every day of the child's absence. This is usually by phone, sometimes in person at the office. If an absence is known of in advance, eg. a medical appointment, a letter to the school prior to the absence is required. Please inform school of the reason for each session of absence so that it may be categorised using NYCC absence codes.

It is crucial that parents adhere to this procedure to ensure that all pupils are safe and their whereabouts accounted for.

## **Arrival Procedure**

- At the start of each school day, a member of staff will aim to unlock the door, unlock the gate and be on duty on the playground from 8:30 am. In the event of bad weather, a member of staff will be on duty in the school hall from 8:30 am. Children should access the hall through the playground using their usual route.
- At 8:45 the school bell will be rung and the gate will be locked.
- Children should line up in year groups on the playground or in the hall as appropriate.
- Any children arriving after the bell at 8:45am must be escorted to the school office by an adult, as the playground gate will be locked, and no supervision available. The pedestrian route must be used to avoid walking across the car park wherever possible.
- For those arriving after the bell, an adult will need to sign the child in and complete a late slip and handed to classroom staff taking the register. Children arriving after 8:45 will be given a late mark in the register by classroom staff completing the register. For all children arriving after 8:55, office staff will amend the electronic attendance register, order a lunch with the kitchen, record this on the school payment system and complete the leaving school register, checking after school club registers if needed. National attendance codes will be used to show arrival: 8:45-8:55 will be marked L (late). Children arriving after 8:55 will be marked U (unauthorised absence) for the session unless a prior message has been received.

## **Parents should:**

- Encourage their child to walk up to school wherever possible, using the agreed routes.
- Say goodbye to their child before they enter the school grounds.

- Ensure their child arrives at school between 8:30 and 8:45am.
- Phone school by 9am each day stating a valid reason in the event their child will be late or absent.
- Bring their child to the school office in case of arriving late, explaining why they have had a delayed start.
- Contact the school office by phone with messages, bookings or queries please.
- Park with consideration for others – not on the zigzags or at the narrow point in the road at the top of Wold View.

**Staff should:**

- Lock gates at 8:45.
- Complete all registers at the start of each day and report absent pupils to the office by 9am.
- Office staff will phone and or Dojo parents/carers – if no response by 10am other known contacts will be phoned. Should we have no response by midday, we will contact the local police to check each child is safe.

**Pupils should:**

- Ensure they are registered in school immediately upon arrival.

**Leaving Procedure**

- At the start of the school day, a leaving register will be taken to record how each child will leave.
- At the end of the school day (3:25pm), the school bell will be rung by a monitor. And the leaving registers delivered to class staff.
- Children will line up on the playground in year groups to be dismissed by their appointed adult.
- The person on school transport duty will collect all appropriate children and check numbers with staff in charge of class groups, and allow them to board the transport. Staff will ensure children are wearing seatbelts.
- Children attending clubs will be collected from the playground by staff running clubs.
- Children in Key Stage 2 will be dismissed from the playground by a member of staff, if written permission has been granted by the parent/carer allowing them to leave without an adult.
- Parents or nominated adults will collect their children from the class lines.
- In cases of extreme weather the above procedure will take place in the school hall.
- At the end of sports clubs, children will be dismissed from the school front door by a responsible adult to an adult who is permitted to collect them. Older KS2 children are able to walk down on their slip.
- At the end of the first hour of the after school childcare club, children will be dismissed from the school library door by a responsible adult.
- Any children remaining uncollected after 3:30pm, or 15 minutes after the end of their club, will be escorted to the school library and staff will check the answer phone and / or endeavour to contact parents/carers. Late collection of pupils is logged.
- In the event of parents being out of contact or the non-collection of a child, safeguarding officials will be contacted from 4pm for those attending regular school hours. For pupils staying for additional activities, procedures will be followed 30 minutes after the end of the activity.

**Parents should:**

- Ensure their child knows each day how they are going home and with whom.
- Phone school in the event they will be late in collecting children.
- Phone the school office to inform all staff of any changes in usual routines please.
- Provide permission for their child, if in Key Stage 2, to leave school at the end of the day unaccompanied, should they feel this appropriate for their child.
- Sign their child out in the school office, if leaving early.
- Wait until all children have been placed on school transport, delivered to clubs and dismissed for leaving independently before collecting children from the playground.

**Staff should:**

- Complete the leaving register at the start of each day.
- Consult the register to see how each pupil will get home, with whom and at what time.

**Pupils should:**

- Know how, with whom and at what time they are going home.
- Not leave the premises without an adult unless permission has been received by the school office and they have been dismissed by a member of staff.

### **Long term Absences**

Occasionally, some pupils experience health or other difficulties that prevent them from attending school for some time. School deals with each case individually, agreeing procedures for re-integrating these pupils with each family as the need arises. Please contact the Headteacher if your child would benefit from such an arrangement.

### **Recording and use of Absence Data**

A registration system is in place to record, in an accurate manner, attendance, lateness and absences. This complies with Government and L.A. guidelines.

When a child fails to attend school for one or more sessions the school determines whether an absence is authorised or unauthorised using these guidelines.

Data is collected and collated. Attendance figures for individual pupils are shared with their parents on a termly basis and included in their school report. Pupils' attendance and punctuality data is closely monitored and where this data causes concern, a referral to appropriate agencies is made. Attendance information is passed on when pupils transfer to other schools.

### **Holidays/Leave of Absence**

We aim to publish and circulate, as soon as possible, term dates, including school holidays and non-contact days, so that parents have this information for forward planning and booking holidays.

Periods of exceptional absence for special events, including religious holidays, should be applied for in advance. Leave of absence forms are available in school and online on the school website. Absence may be authorised, in exceptional circumstances, by the Headteacher, provided NYCC criteria are met and leave of absence forms have been completed in advance. Please see NYCC school leave forms for current criteria and timescales. However, it must be emphasised that leave taken in term time is disruptive to a child's education. Leave from school taken at the time of national tests will be unauthorised.

### **Illness during the school day**

From time to time, pupils show symptoms of illness at school. School will contact parents and other family members if a child needs to go home. School asks parents to ensure we have up to date contact names and telephone numbers for this purpose.

Parents are informed that they should not send children to school who seem unwell. Pupils who are ill are often very distressed and illnesses are quickly spread. Guidelines for the return of recovering pupils are detailed in the school medical policy.

### **In the event of School Closure**

During winter months it occasionally becomes necessary to close the school due to adverse weather conditions. If this closure takes place at the start of the day we will try to state this on our school website and contact BBC Radio York, Minster FM and Yorkshire Coast Radio to advertise the closure. If the weather or other conditions mean that a decision is taken to close school during the school day parents and guardians will be telephoned and asked to collect their children as soon as possible. The school staff will remain on the premises until all children have been collected.

### **Other links:**

- Security Policy

Reviewed by school staff: Summer 2023

Date of next planned review: Summer 2026 or sooner if required