



ATTENDANCE POLICY A Summary for Parents

Whitehall Infant School is a successful school and you and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence.



The more you child is absent from school the more difficult it becomes for them to catch up and achieve good results.

Do you know the LAW?

If you have a child between 5 and 16 and they are registered at a school, it is your responsibility to **make sure they attend regularly and on time.**

Persistent Absenteeism (PA)

From September 2015, the **persistent absence threshold** was reduced from 15% to **10%**. That means if your child(ren)'s attendance falls **below 90%** then they will have to be reported to the Participation Team at the Local Authority.

Absence from school

If your child is absent you must:

- Contact us as soon as possible on the first day of absence
Telephone 01895 590112
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you.

Absence from school

Absences are recorded by the school twice a day. They are recorded as an: **Authorised Absence** or **Unauthorised Absence**.

Authorised Absence

Where a satisfactory reason for the absence has been given by the parent/ carer:



- Illness
- Medical appointments (the appointment card/letter must be shown to the school or a **Medical Slip** stamped at your appointment and returned to school) – *Please give as much advance notice as possible and avoid collecting or returning to school during the lunch time period*



- Planned absence (written permission must be sought from the Head Teacher in good time)
- Exceptional circumstances, such as a family bereavement or wedding (the request must be put in writing with supporting documents for the Head Teacher to consider authorising)

Unauthorised Absence

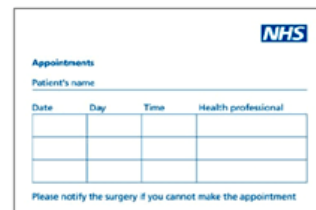
Where no satisfactory explanation has been given for a child's absence by the parents/ carers:



- A brother or sister is not going to school
- To celebrate a birthday or go to a party
- Day Trips out
- Holidays during term time (unless they have been authorised by the Head Teacher)
- Being late for school after the registers have been taken
- Hair Cut
- Bad weather

What should Parents/Carers do?

- Telephone the school on the **first day** of your child's absence to let us know why your child is not in school. **Whitehall Infant School contact number: 01895 590112 please select option 1 to report your child absent.**
- If your child has an appointment please show the appointment card to the school **BEFORE** taking them. Your child is only allowed time off school to attend the appointment. **They should come to school before the appointment and return to school after the appointment as soon as possible.**
- If you are taking your child to a non-urgent Doctor or Dentist appointment and you do not have an appointment card you must have the **Medical Slip** stamped at the appointment as proof that you have attended the appointment. **The Medical Slip must be returned to school.**
- If you wish to apply for exceptional leave for your child you need to request this in writing to the Head Teacher providing supporting documentation. The Head Teacher will consider whether or not the leave can be authorised and please note that in every case the child's attendance record will be taken into consideration. You need to **wait** for the decision **BEFORE** you take your child out of school.



The image shows a form titled 'Appointments' with the NHS logo in the top right corner. Below the title is a line for 'Patient's name'. Underneath is a table with four columns: 'Date', 'Day', 'Time', and 'Health professional'. There are three rows of empty cells in the table. At the bottom of the form, it says 'Please notify the surgery if you cannot make the appointment'.



Please make sure that we have an up-to-date contact telephone number for you and any other people you have named as an emergency contact.

What the School Will Do

- The school will monitor the attendance and punctuality of all children
- The school will phone home if no reason for absence has been given
- If we do not hear from a parent/carer for a child's absence after 3 days (this time period will be shortened at our discretion) we will refer them to the Participation Team at Hillingdon Council.
- The school will work with Parents/Carers to ensure all children have excellent attendance

Attendance Incentive Schemes

- Prizes are awarded to pupils with 100% attendance at the end of each term, along with a certificate. A special prize to pupils with 100% attendance for the whole school year is also awarded
- Special Headteacher Award Certificates are presented half-termly, to those children with 100% attendance at each half-term, and those with significantly improved attendance
- When leaving Year 2 the pupil(s) with the highest attendance over the past two years receive(s) an award.
- Prize to reward classes with the highest attendance patterns throughout the year
- Attendance and Achievement noticeboard to promote/reward attendance
- Inform parents of 100% attendees in Newsletter.
- Inform parents by using displays of attendance percentages on Parents Evening.



Attendance Traffic Light

The **minimum level of attendance** for this school is **95%** attendance.

