



Attendance & Punctuality Policy

June 2019

Date last reviewed | June 2019

Review period | Annually

Lead Reviewer(s) | Primary Vice-Principal & Secondary Assistant Principal



Rationale

The WEK Community believes that outstanding attendance and punctuality is vital in enabling students to make the most out of their learning opportunities and thus prepare them for the demand of their adult life. As a school we will do all that we can to maximise attendance for all students, as a result we develop **respectful, responsible** and **resilient** learners. To this purpose, we give high priority to conveying to parents/guardians and students the importance of regular and punctual attendance. We recognise that parents/guardians have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is a concern about attendance and punctuality.

Practice and Guidance

The Whole School Attendance Policy at WEK is based on the principles of:

- Providing a full and effective education for all our students to ensure they achieve their potential in all that they do.
- Believing that all students benefit from the education we provide and from regular and punctual school attendance and good behaviour. To these ends, we will do all we can to ensure that all students attend regularly and that any problems that impede this are identified and acted upon as soon as possible.

We expect that all students will:

1. attend school regularly at a percentage of at least 96%.
2. arrive on time, appropriately dressed in school uniform and prepared for the school day.
3. through our effective pastoral system, tell a member of staff about any problem which is making it hard for them to attend school regularly.

We expect that all parents/carers will:

1. place a high priority on attendance and punctuality
2. ensure their son/daughter attend school every day and is in the classroom ready to learn at 7:45am
3. ensure that their child arrives in school appropriately dressed and fully prepared for the school day
4. endeavour to keep health and visa appointments out of school hours where possible
5. take holidays during designated holiday time
6. ensure that they contact the school reception (absence_wek@gemsedu.com) on the first day of absence before 07.45am whenever their child is unable to attend school
7. a medical certificate must be provided to the main reception if absence is for more than one day
8. provide the school with up to date home, work and emergency telephone numbers and email addresses
9. inform the school in confidence about any problem which might affect their son's/daughter's attendance or behaviour
10. work with the school to improve attendance
11. be punctual at home time:
 - For FS1 12.30pm (every day) then 2.30pm from WEK's After School Club (Sunday – Wednesday)
 - For FS2 2.35pm (Sunday – Wednesday) and 12.55pm (Thursday)



- For Primary 3.00pm (Sunday-Wednesday) and 1.00pm (Thursday)
- For Secondary 3.00pm (Sunday – Wednesday) 1.00pm (Thursday)

12. complete a leave of absence form in advance of any unavoidable term time absence (see appendix 2)

Parents/carers can expect that the school will Promoting Good Attendance by:

1. accurately completing attendance registers at the beginning of each session and within 10 minutes of the start of the session
2. class teachers and Head of Years/Key Stage monitoring the weekly attendance for their class and each year group
3. following up absence on the first day; a first day absence telephone call, email or text message will be made if a student is absent without prior authorisation by the receptionist requesting authorisation. Longer term absence will be referred by the tutor /class teacher to the respective Head of Year/Key Stage.
4. recording attendance on students' reports and target sheets.
5. sending parents/carers attendance figures via reports/target sheets and contacting parents when attendance is of concern (see
6. collecting data on attendance for the whole school and by year group and making this available to staff, KHDA and parents on request
7. deal discretely and properly with any problem notified to the school by the parent
8. positively encourage students to attend school regularly and challenge students who do not attend school regularly or are consistently late

Celebrating Attendance and Punctuality

FOUNDATION STAGE and PRIMARY

1. Every Thursday in Primary and FS assemblies the class with the highest **O.T.I.S*** score for attendance and punctuality will be awarded with the **O.T.I.S** trophy. In Secondary, each year group assembly will include attendance tracking per form as a points system – the form group with the highest attendance at the end of each term will receive a prize. The winning classes of the week in primary/ FS will have a laminated **O.T.I.S** trophy on their classroom door
2. At the end of the term all children with 100% attendance will be issued with a certificate of recognition

(*On Time in School- O.T.I.S)

SECONDARY

1. Student data is available to all students, parents and teachers on Go4Schools.
2. Students receive 2 house points for 96% attendance, 5 house points for 98% attendance and 10 house points for 100% attendance every term.
3. Each week the form with the highest attendance will be rewarded with entry into a prize draw.
4. Rewards are given each term to the best form and year group for attendance. Rewards will be decided by the Heads of Key Stage.
5. Students with the 100% attendance be recognised in the Secondary Awards Evening.



Responding to Non-Attendance

When a student fails to attend school without a satisfactory explanation:

1. The receptionist will contact the parent on the first day of absence by email before the end of day one of absence.
2. After two consecutive days of absence, if no response has been received from the parents, the class teacher/ form tutor will inform the Head of Year.
3. On day three of absence, without parental response, the Head of Year (Primary)/Head of Key Stage (Secondary) will contact the parents via email.
4. Any further consecutive absence will be referred to Assistant Principal/Vice Principal.
5. Heads of Year analyse monthly absence data, referring concerns to Assistant Principal/Vice Principal as a standing line management item.
6. If a student is absent for 20 consecutive days of absence without communication from parents, students will be referred to Principal/CEO to be removed from school register.
7. For more than 25 days of unjustified or unapproved absence in a year, a student could be asked to re-sit the year in full.

Request for Pupil Leave Criteria

1. Requests for pupil leave outside of school holidays must be submitted in writing via completion of the *Application for Pupil Leave* form (*appendix 2*) to the WEK Absence team.
2. ELT members allocated to each phase will then make a decision on the absence.
3. Decisions are made on a 'case by case' basis. However, they will follow the below guidelines:

Consideration given:	Consideration given if attendance is greater than 96%:	Denied regardless of attendance :
<ul style="list-style-type: none"> • Emergency health reasons • Bereavement of relative • Religious holidays 	<ul style="list-style-type: none"> • Close Family Weddings • Looking at a school in another country • Leaving the school due to moving to another 	<ul style="list-style-type: none"> • Family holidays • Family birthdays • Travelling • Family visits • Any other reason

4. The *Application for Pupil Leave* form will be shared with the WEK Absence team to maintain consistency of communication and cross phase parity.
5. Parents will be informed of the outcome of the request via email (*appendix 3*) which will be sent by the WEK Attendance Officer.

Punctuality Procedures

1. A student is late if they arrive to registration after 7:45am.
2. If a student is late but the register is still open, the student will get a late mark. Minutes late and reasons are recorded.
3. If the student arrives after registration (later than 7.50am) then they must sign in at reception and receive a late mark and a late slip.
4. If a student arrives late to a lesson, the class teacher/ form tutor must ask to see the late slip.



5. Class teachers must keep a record of students who have been late and follow the punctuality procedure below. Minutes late and reason are recorded.
6. If students are late more than twice in a half term, in Primary the Head of Year will email the student's parents for explanations to explain poor punctuality. In Secondary, the Head of Key Stage will give students a detention to agree an appropriate resolution and follow up by informing the parents.
7. If punctuality does not improve the Assistant/Vice Principal will meet with parents and students in a Face to Face meeting to arrange a support plan that could include an attendance report, a student/teacher mentor or another supportive resolution appropriate for the situation.

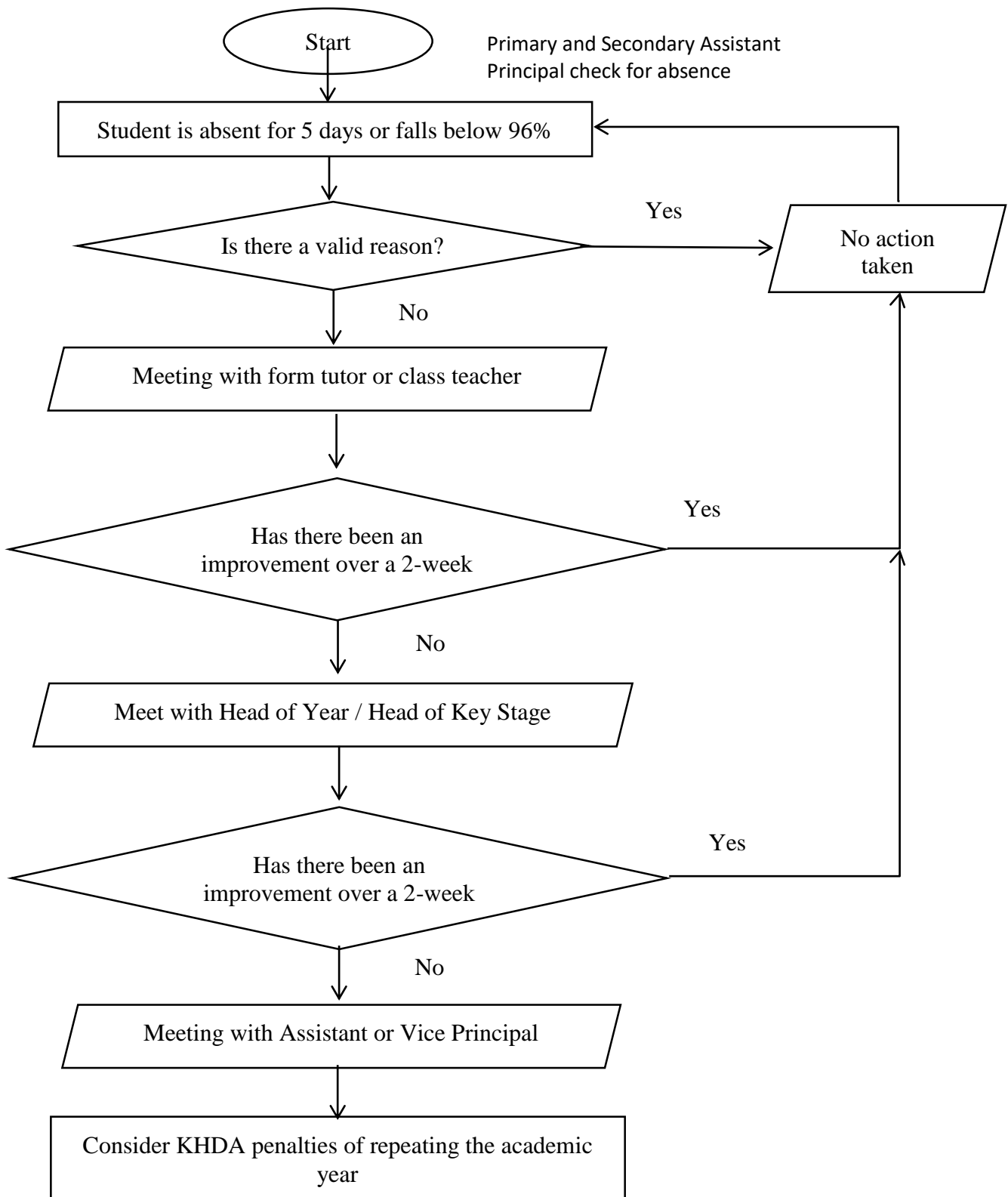
Arrangements for the collection of late students

- Foundation Stage - parents will collect students from the designated classroom, which will be indicated with a laminated sign placed on the door.
- Primary - any students who are not picked-up on time will be taken to a designated late room (B101 – located on the first floor near the library). Records will be kept for any late pickups with the following procedure adhered to:
 1. Late folder pupil sheet to be completed by late room teacher
 2. Parents to collect children from room and to sign them out
 3. On the third occasion of late pick-up the following procedure will be followed:
 - 3 lates - meeting with teacher and email notification (appendix 4)
 - 6 lates – meeting with HoY and email notification (appendix 4)
 - 9 lates – meeting with Key Stage Leader and email notification (appendix 4)
 - 12 lates – meeting with AP/VP and email notification (appendix 4)
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- Secondary - parents are to collect students from outside the Head of Key Stage Office 10 minutes after the end of the day. Secondary students cannot use the main reception to minimise disruption.
- Persistent lates will be referred to the Head of Year/Key Stage who will invite parents in for a meeting to discuss the issue. Any further concerns regarding lateness of individual children will be passed to the Assistant Principals/Vice Principal.



Appendix 1

Procedure for Addressing Attendance Concerns at 96% or Below





Appendix 2 – Application for Pupil Leave form

Application for Pupil Leave of Absence from School during Term Time

Please note: taking your child out of school during term time could be detrimental to your child's educational progress

TO BE FILLED IN PRIOR TO A KNOWN ABSENCE TAKING PLACE

Primary

Secondary

Name:				
Class:				
Name(s) of siblings also requesting leave:	Eldest student	2 nd Eldest student	3 rd Eldest student	
Dates student absent from school:				
Reason for intended absence:				
I/we would formally like to request the leave of absence as shown above.				
Signed (Parent/Guardian)				
Print Name				
Date				
Current attendance % (To be completed by class teacher)	Child	Sibling 1	Sibling 2	Sibling 3
<p><i>The Key Stage Leader will consider your request for leave of absence using the following guidelines:</i></p> <ol style="list-style-type: none"> 1. The child's previous attendance history 2. The child's stage of education – note leave will not be approved during examination time 3. The circumstances for the request of leave 				
Absence authorised? (please circle)	YES		NO	
Signed (Key Stage Leader)			Date	



Appendix 3 – Request for Leave Email Response Format
(To be sent to parents following approved leave outcome)

Dear Parent,

I am writing to inform you that your request for your child **(insert child's name here)** to leave during term time has been approved for one of the following reason(s):

- Your child's attendance is currently 96% or above.
- Your child's attendance is below 96% however, you have exceptional circumstances that have been taken into consideration.

Please note that taking your child out of school during term time will affect your child's progress.

Kind regards,

(To be sent to parents following declined leave outcome)

Dear Parent,

I am writing to inform you that your request for your child **(insert child's name here)** to leave during term time has been declined for one of the following reason(s):

- Your child's attendance is currently below 96%.
- The school does not authorise any requests for leave during term time for family holidays, birthdays, travel or family visits.

Please note that taking your child out of school during term time will affect your child's progress.

Kind regards,



Appendix 4 – Primary Late Collection Notification format

(To be sent to parents from class teacher following three late collections)

Dear Parent,

I am writing to inform you that your child (insert child's name here) has been collected late from school three times this year. I would therefore like to meet to discuss this with you.

Our collection times are as follows:

- FS1 – 12.30pm Sunday – Thursday
- WEK's After School Club – 2.30pm Sunday – Wednesday
- Primary 3.00pm (Sunday-Wednesday) and 1.00pm (Thursday)
- Secondary 3.00pm (Sunday – Wednesday) 1.00pm (Thursday)

Please let me know when you are available to meet.

Kind regards,

(To be sent to parents from HoY following six late collections)

Dear Parent,

I am writing to inform you that your child (insert child's name here) has been collected late from school six times this year. I would therefore like to meet to discuss this with you.

Our collection times are as follows:

- FS1 – 12.30pm Sunday – Thursday
- WEK's After School Club – 2.30pm Sunday – Wednesday
- Primary 3.00pm (Sunday-Wednesday) and 1.00pm (Thursday)
- Secondary 3.00pm (Sunday – Wednesday) 1.00pm (Thursday)

Please let me know when you are available to meet.

Kind regards,



(To be sent to parents from Key Stage Leader following nine late collections)

Dear Parent,

I am writing to inform you that your child (insert child's name here) has been collected late from school nine times this year. I would therefore like to meet to discuss this with you.

Our collection times are as follows:

- FS1 – 12.30pm Sunday – Thursday
- WEK's After School Club – 2.30pm Sunday – Wednesday
- Primary 3.00pm (Sunday-Wednesday) and 1.00pm (Thursday)
- Secondary 3.00pm (Sunday – Wednesday) 1.00pm (Thursday)

Please let me know when you are available to meet.

Kind regards,

(To be sent to parents from AP/VP following twelve late collections)

Dear Parent,

I am writing to inform you that your child (insert child's name here) has been collected late from school twelve times this year. I would therefore like to meet to discuss this with you.

Our collection times are as follows:

- FS1 – 12.30pm Sunday – Thursday
- WEK's After School Club – 2.30pm Sunday – Wednesday
- Primary 3.00pm (Sunday-Wednesday) and 1.00pm (Thursday)
- Secondary 3.00pm (Sunday – Wednesday) 1.00pm (Thursday)

Please let me know when you are available to meet.

Kind regards,