



## WESTFIELD SCHOOL LOCAL ATTENDANCE PROCEDURES

<b>Headteacher</b>	Simon Mills
<b>Local Procedures</b>	
<p>The school follows the <b>MNSP Attendance Policy</b>. The following procedures are local to Westfield Primary School.</p> <p><b>Parents must:</b></p> <ul style="list-style-type: none"><li>• Inform the school of their child's absence on the first day of absence by 9.30 am.</li><li>• Inform the school if their child is going to be unexpectedly late.</li><li>• Inform the school of any relevant factors that could affect their child's attendance of behaviour.</li></ul> <p><b>Procedures</b></p> <p>Attendance at school is recorded using SIMS. When pupils are registered to join the school, their personal details and contact details are recorded securely on the system. A weekly register is produced for teachers to electronically record each pupil's attendance during morning registration (8.45 am to 9.00 am), and during afternoon registration (1.00 pm to 1.05 pm) Any child who is not present at registration is marked as absent. After completion at each session, the office will check there is a mark for each child.</p> <p>Parents are expected to telephone or contact the school by 9.30 am on the first day of absence. Parents are regularly reminded of this.</p> <p>If this does not happen then the Admin Officer will make telephone contact with the parents of pupil for which the school does not know the reason for the absence. This will be done as soon as possible after 9.30 am.</p> <ul style="list-style-type: none"><li>• Priority will be given to calling any children with a Child Protection plan, CAF (Common Assessment Framework), CIN (Child in Need), or LAC (Looked after child). If it is not possible to contact the parents/carer or if the call raises concern the designated DSL or deputy DSL will contact Social Care.</li><li>• All absent pupils for whom there is not a known reason will be contacted.</li><li>• The Admin Officer will keep records of any persistent or repeated unreported absences or lateness. If this causes concern, the Headteacher will liaise with the Education Welfare Officer and talk to the parents.</li></ul> <p><b>Lateness</b></p> <p>Registration begins at 8.45 am and closes at 9.00 am. All pupils are expected to be in school for registration at this time. Pupils arriving after 9.00 am will be marked as late (L). If arriving after the close of register, pupils must enter school via the main entrance and report to the School Office. If accompanied, a parent or carer should give a reason for the lateness, which will be recorded in the register. The child will then be sent to their classroom. The absence will only be authorised if a satisfactory explanation for the late arrival can be provided otherwise it be unauthorised (U).</p> <p>If a child arrives after 9.30 am, he/she will be marked with a (U).</p>	

For each (L) or (U) mark, the time of entry will be recorded electronically on “notes” in the register.

### **Unauthorised Absence**

An absence is **unauthorised** if the pupil’s reason for absence cannot be established at the time when the register is taken. The absence remains unauthorised if:

- No explanation is forthcoming from the parent.
- The school is dissatisfied with the explanation.

### **Rewards**

The Class with the best attendance is celebrated in our weekly celebration assembly and published in our weekly newsletter. The class then holds the attendance trophy for a week.

At the end of the Autumn term there is a special reward for children who have achieved attendance of 100% and they receive a certificate signed by the Headteacher.

At the end of the Summer term there is a special reward for children who have achieved 100% attendance for the whole school year, including a signed certificate and enamel badge.

### **Monitoring and Review**

The review and monitoring of this policy is carried out by the LGB.

