

Whinmoor St Paul's Primary Attendance Policy Overview



At Whinmoor St Paul's Primary School, we know that it is vital that our children attend school

+9regularly and punctually to achieve best life outcomes. We want our children to become the best versions of themselves; academically, socially and morally as they grow into the next generation of our community. Good school attendance is the foundation to this.

Attendance is EVERYBODY'S responsibility

We are STRONGER when we work TOGETHER, therefore it is the responsibility of all members of our school community to maintain and monitor good school attendance.

Whinmoor St Paul's Morning Routine

8:40 – Children enter the school via their specific entrances

They come into class and begin their morning maths, practising and improving key areas of the maths curriculum.

8:50 – Classroom doors are closed

Any child not in school at this point is late and should enter school via the main entrance. This late mark stays on their attendance record.

9:20 – The morning register closes

Children arriving at school after this point will be recorded with an unauthorised absence which will remain on their attendance record.

Key Attendance Contacts

School Office 0113 2657250

Mrs Kayleigh Burns
Office administrator

Mr Mike Smith
Deputy Headteacher & Attendance Lead

Whinmoor St Paul's Attendance Rules

We attend school REGULARLY

We attend school PUNCTUALLY

We attend school READY to learn

School attendance Target

97%

Absence from school **may** be authorised for:

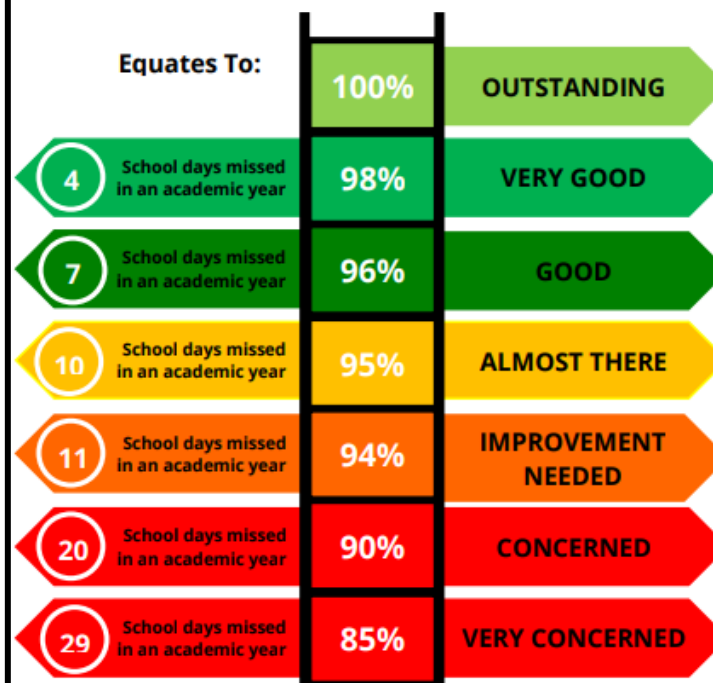
- ✓ Unavoidable medical appointments (with evidence)
- ✓ Days of religious observance
- ✓ Exceptional family circumstances (with evidence)
- ✓ Illness – although please do not keep children absent with minor ailments. We will send them home if they are poorly.



REPORT IT FIRST DAY

If your child is going to be absent from school, please report this as soon as possible via the school office.

Attendance ladder



Absence from school **will not** be authorised for:

- ✓ Having to stay at home due to an unwell sibling parent or carer.
- ✓ Day trips
- ✓ Birthdays
- ✓ Holidays
- ✓ Rest days after a poor night of sleep

If your child has a very low attendance, we may require medical evidence before authorising any absence.

If attendance falls below 92%, you may be invited into school for a School Attendance Meeting, which may be also attended by a Local Authority Officer. At these meetings, we look at what is working well for your child, things that need to improve and put a plan in place to help their attendance improve, inviting supportive agencies if necessary.