



## **Wombwell Park Street Primary School**

Park Street  
Wombwell  
Barnsley  
S73 OHS  
01226 752029

**Mrs G Wilson**  
CEO Every Child Matters Academy Trust

**Mrs C Lawson**  
Head Teacher

**Mrs L Longden**  
Deputy Head Teacher

**Mrs C Hitchens**  
Parent Support Adviser (M, T, W am, Th am, F)

**Mrs C Turner**  
School Business Manager

Mrs R Clark  
Attendance Admin

If ever you wish to discuss your child's attendance, then please call in or phone to speak to one of the lead people on attendance...we are always more than happy to help!

Our Trust Attendance Policy is firmly followed. It also contributes to our school's safeguarding of young children. We firmly believe this is of paramount importance.

Our pupils are hugely important to us all, as are their families! We will always help and support where we can and we hope parents work with us to ensure their child's attendance is as good as possible!

**TEAM**  
**Together Everyone Achieves More...!**



## **Wombwell Park Street Primary School**

# **Attendance Matters!**

Here at Wombwell Park Street Primary School we work hard to teach the children about:

**BEST** work, **BEST** behaviour and **BEST** manners...

In order to do this, we ask for all children to attend school as regularly as possible! Good attendance is hugely important and learning this is one of the most important life skills, which children need to practice from a very young age!

**Why do we take this view...?**

Regular school attendance allows children to make the most of their education, which in turn improves their chances and opportunities in later adult life. It also helps the children adopt a positive attitude to good attendance and punctuality for their future careers and when they go in to their chosen place of work. Consistent schooling helps children to develop their social skills, confidence and maintain positive friendships with their peers. When children do not attend school regularly their progress and attainment can be significantly affected.

## What is our school policy when children are ill, taking holidays in term time and punctuality?

If your child is ill, we ask that you let us know each morning by 8.45am with details of the reason why. We have a dedicated attendance line for you to leave a message. If we do not receive notification, a text message will be sent out requesting that you inform school of the reason for your child's absence. If no contact with school is made, you will receive a follow up phone call. For absences with no reason provided, school will apply an unauthorised code at the end of the day. Where there is concern, a home visit may be made – we take into consideration family backgrounds and prior school attendance. This is because we need to make sure that our pupils are safe and to support our families where needed.

All holidays are unauthorised (as recommended by the Local Authority) – from Nursery to Year 6, unless there are exceptional circumstances. Fines may be incurred for holidays at the cost of £60 per child if paid within 21 days, for children aged 5 and upwards and where the holiday is for 5 consecutive days or more. Past/current pupil attendance is no longer taken into consideration as part of this process.

### Absences are authorised if:

- Your child needs an urgent or important medical appointment. An appointment letter, card or text must be provided as evidence and shown to one of the office staff for an authorised mark to be given.
- Family bereavement.
- Child's personal illness (where appropriate).
- Religious observance.

Please do come and speak to school about any absences as we always want to work with and support families where we can.

### Absences are unauthorised if:

- The illness/appointment is for any other family member (where appropriate).
- Days off are taken for birthdays, shopping for new shoes etc.
- Holidays are taken during term time—except in exceptional circumstances.
- Any other time is taken off which has not had school's prior approval.

## What does Park Street do, to promote good attendance already?

As in previous years, we want to reward pupils for great attendance. Those who achieve 100% at the end of each term will receive a special mention, a certificate and sticker at the end of term awards assembly. We also give them each a dojo point.

As well as this, those children who succeed in achieving an amazing 100% attendance for the entire year, get rewarded by a special trip out such as a trip to Frankie & Benny's where they have lots of treats and fun.

We also celebrate by:

- Weekly sharing of class attendances in our Golden Book assemblies where the two winning classes are awarded with a £5 credit to spend at the end of the year. This information of class attendance money bags is available on the school website.
- Sending out 'well done' texts and letters to specific children who improve their attendance.
- Choosing 2 pupils each week who have improved attendance/ shown a positive attitude to attendance etc. for our Golden Book with an invitation to the Golden Book film club.
- Handing out termly certificates and prizes.
- Displaying the class winners and their attendances in the reception area on our designated attendance board.
- Allowing non uniform for the class with best attendance for the previous half term

As well as this, Mrs Lawson, Mrs Hitchens and Mrs Clark work with specific families who need extra support in ensuring their children access the education that they deserve. We also have involvement from Clyde Buckle (our Education Welfare Officer), in our efforts to improve attendance. This includes supporting with home visits, being present for review meetings and presenting at our new starter meetings where he reinforces our school attendance policy.

## What happens if my child is late to school?

Punctuality is a key life skill! **Classroom doors open at 8.35am and registration closes at 8.45am.** Between 8.40am and 9am each day, most children receive intensive maths and literacy basic skills teaching and intervention from Teaching Assistants. When children are late, this disrupts the start of their day – plus it is very embarrassing for a child to walk in to a lesson / assembly late. If a child arrives at school after 8.45am, they should come through the main school doors and be signed in as 'late'. **Pupils must be signed in by an adult who can explain the reason for their lateness. (It is the role of an adult to inform school of the problem that has caused the child's lateness).** Sensitive issues can be discussed in private. If a child arrives from 9.30am onwards, they will be issued with an unauthorised absence code. Children who are late three times in a term may receive a letter and their parents will then be invited to attend an Attendance Panel Meeting to discuss ways forward.

## Why shouldn't I take my child on holiday during term time?

Schools do not authorise school absence purely for family holidays. If you feel you have an exceptional circumstance it is advised that you speak to school before making plans. Missing school time is to the detriment of a child's education. Whilst school understands the predicament that families are often in, especially with holidays being so much cheaper in term time, policies and procedures have to be followed and holidays DO impact on attainment, progress and confidence. Leave of Absence forms are available from the school office and should be completed and submitted **at least 14 days** before the requested leave to give sufficient time for processing. Any unauthorised holidays that are still taken may be referred to the Local Authority and a fine may result. For instances where an application is not submitted or parents do not notify the school in advance of a holiday being taken, school will follow procedures and a penalty notice may still be issued.

**Please note fines are paid to the Local Authority and not received by school.**

## The Education Welfare Services (EWO):

Our school's Education Welfare Officer is **Clyde Buckle**.

He works closely with **Mrs Clark** (Attendance Admin) and **Mrs Hitchens** (PSA) in school to improve attendance and also supports us by being present at Attendance Panel Meetings for parents whose children's attendance/ punctuality is causing concern. We discuss the children in school who are persistent absentees (when their attendance falls below 90%). Mr Buckle will visit family homes to help improve matters for the family and child(ren) by discussing support strategies and ways forward. Where school strategies and interventions are not successful, a formal

## Our Attendance Team in School

Mrs Turner— School Business Manager



Mrs Clark— Attendance Admin



Mrs Hitchens— Parent Support Advisor



Clyde Buckle— Education Welfare Officer



**Please do not hesitate to come and speak with us for help and support. We are here to help!**