

**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, am T, W am, Th, F)

Mrs E Green

Attendance Lead

Mrs J Dabbs

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.

The children are hugely
important to us all, as are
their families! We will always
help, 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 take seriously 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 01226 752029 for you to leave a message or you can send us a text message via the School Gateway. 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 then no contact with school is made, you will receive a follow up phone call. For absences with no reason given, school will apply an unauthorised code at the end of the day. Where there is concern, a home visit may be made – we would take into consideration family back-grounds and prior school attendance. This is purely because we need to make sure children attending our school are as safe as possible and to support 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 if 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 urgent or important medical appointments, an appointment letter, card or text must be provided and shown to one of the office staff for an authorised mark to be given and shown on your child's registration certificate.
- Family bereavement.
- Child's personal illness (where appropriate).
- Religious observance.

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

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 —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?

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.

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 where they have lots of treats and fun.

We also celebrate by:

- Weekly sharing of class attendances in our Monday 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 bags is available on the school website.
- Sending out 'well done' texts, letters and phone calls regarding 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 Green (Attendance Lead) and Mrs Hitchens (PSA) work with specific families who need extra support in ensuring their children access the education that they deserve. We also have involvement from Julie Marsh (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 she 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 9.10am onwards, they will be issued with an unauthorised absence code. Children who are late three times in a term will receive a letter, if this continues they will receive a second letter and punctuality will be monitored. Further lateness will result in parents being 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 have to 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 Julie Marsh.

She works closely with **Mrs Green** (Attendance Lead) and **Mrs Hitchens** (PSA) in school to improve attendance and also supports us in 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%). Mrs Marsh will visit family homes/make contact to help improve matters for the family and child(ren) by discussing support strategies and ways forward. Where school strategies are not successful, a formal referral will be made to the Education Welfare Services.

Our Attendance Team in School

Mrs E Green
Attendance Lead



Mrs C Hitchen
Parent Support Advisor



Mrs J Dabbs
Attendance Admin

Mrs J Marsh
Education Welfare Officer

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