

Attendance at West Craven High School

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, everyday the school is open unless the reason for the absence is unavoidable.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

We have a tiered approach of interventions to help improve your child's attendance if needed. These can be actioned at different stages dependent upon the child's circumstances.

The minimum level of attendance at WCHS is 96%.

Mrs J Bury & Miss Z Demain

Attendance Team

attendance@westcraven.co.uk

01282 812292

SCHOOL TERM AND HOLIDAYS 2023/2024

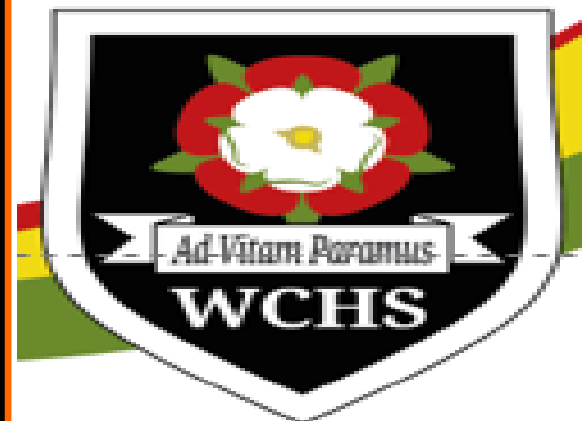
School will also be closed for the May Day Bank Holiday on Monday 6th May 2024.

| Term | School Opens | School Closes |
|----------|----------------------------|---------------------------|
| Autumn 1 | Monday 4th September 2023 | Friday 20th October 2023 |
| Autumn 2 | Monday 6th November 2023 | Friday 22nd December 2023 |
| Spring 1 | Monday 8th January 2024 | Friday 9th February 2024 |
| Spring 2 | Tuesday 20th February 2024 | Thursday 28th March 2024 |
| Summer 1 | Monday 15th April 2024 | Friday 24th May 2024 |
| Summer 2 | Monday 3rd June 2024 | Wednesday 24th July 2024 |

SCHOOL TERM AND HOLIDAYS 2024/2025

School will also be closed for the May Day Bank Holiday on Monday 5th May 2025.

| Term | School Opens | School Closes |
|----------|------------------------------|--------------------------------------|
| Autumn 1 | Wednesday 4th September 2024 | Friday 18th October 2024 at 3pm |
| Autumn 2 | Monday 4th November 2024 | Friday 20th December 2024 at 12:30pm |
| Spring 1 | Monday 6th January 2025 | Friday 14th February 2025 at 3pm |
| Spring 2 | Monday 24th February 2025 | Friday 4th April 2025 at 12:30pm |
| Summer 1 | Tuesday 22nd April 2025 | Friday 23rd May 2025 at 3pm |
| Summer 2 | Monday 2nd June 2025 | Thursday 24th July 2025 at 12:30pm |



All You Need to Know About Attendance at WCHS

Student Absence Line

01282 812292

Option 1

Attendance Line

01282 812292

Option 3

Attendance Email

attendance@westcraven.co.uk

What must I do if my child is ill and will be absent from school?

If your child is absent you must:

Contact us as soon as possible on the first day of absence, either by phone (**Student Absence Line 01282 812292 option 1**) or you can email school.attendance@westcraven.co.uk

If your child is absent we will:

Text and telephone you on the first day of absence if we have not heard from you; Mrs Bury or Pastoral Support Worker may visit you at home or invite you into school to discuss the situation if absences persist.

What must I do if my child has an appointment during the school day?

Appointments should be made outside school hours. However, some appointments inside the school day are unavoidable. If this is the case you should let school know as soon as possible. You must: telephone the attendance line, write a note, and bring proof of appointment to the attendance office.

If a prior arrangement has not been agreed your child will not be allowed to leave the school premises.

What must I do if my child needs to be absent from school due to Religious reasons?

The school will authorise one day 'leave' (i.e. the day set aside by the Religious Body of which the parent is a member per religious festival, e.g. Eid, but no more than 3 days in any one academic year.

Did you know...?

- If you take your child on a **2 week holiday** in term time, attendance for the year **immediately drops to 95%**
- 90% attendance means $\frac{1}{2}$ a days absence each week; 4 weeks over the year & **half a years absence over the 5 years!**
- 90% attendance is equivalent to a full month off school!

What must I do if my child is late to school?

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and time with their class teacher. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence.

Being 10 minutes late everyday throughout the academic year is the same as missing two weeks of school!

The school day starts at **8.45am** and we expect your child to be in registration at that time.

If your child arrives after this time, a late mark will be issued and logged on class charts, three or more in any week will result in an after school detention the following week.

At **9.30am** the registers will be closed. In accordance with regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with Mrs Bury and a member of the SLT Team to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

If your child is late they need to sign in at the Attendance Office

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a legal duty to make sure that their children attend, more details in Working Together to Improve School Attendance, September 2022

All school staff are committed to working with parents and pupils, as this is the best way to ensure a high level of attendance as possible.

By law all children of compulsory school age must get a suitable full time education. As a parent, you are responsible for making sure this happens and if you fail to ensure a child of compulsory school age who is registered at a school attends regularly, legal action may be taken, including penalty notices and prosecution in court. A Parent means all natural parents, whether married or not, any person with parental responsibility, any person who cares for the child or young person.

Leave in Term Time

There is **no** automatic entitlement in law to time off in school time to go on holiday. It is important that you understand that leave in term time **WILL NOT** be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents/carers, to be exceptional.

Any period of leave taken without the agreement of the school, or in excess of the agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

Parents must request LOA in a letter to the Head Teacher.

The school term and holiday dates for the next two years are on the rear of this leaflet.

What happens if my child is reluctant to attend school?

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents, and the child. If your child is reluctant to attend school it is better to speak to school to resolve the issue, rather than trying to cover up their absences, or give in to pressure to let them stay at home. You and your child may be referred to Mrs Bury who can help to resolve the issues that are affecting your child's attendance.

Parents are expected to contact the school at an early stage and to work with staff in resolving any problems together. This is nearly always successful. School may consider using the following strategies to help support parents in improving their child's attendance and/or punctuality. This includes: Meetings in school, home visits, Penalty Notices, Parenting contracts, Use of Early Help Assessments (EHA) and/ or referral to outside agencies, and EBSA framework strategies.

Ad Vitam Paramus

Consistent, insistent, persistent