

### PUNCTUALITY

All children who arrive after 8:45 must come through the office. If they arrive after the registers have closed, they will be marked as late. Lateness will be recorded in the registers as follows:

9:00am – 9:15am L Code (Late)

9:15am onwards U Code (Unauthorised absence for the session)

A Penalty Notice will be issued where a pupil is persistently late for more than 10 separate instances over a period of 10 school weeks and where these are marked as a 'U' code in the register.

### HOLIDAYS IN TERM TIME

In September 2013, Government Legislation was introduced which prevented Principals from authorising holiday absences during term time unless there were exceptional circumstances. The West Park Academy offers an extra week for holiday (INSET Week) during May for parents to take advantage of cheaper holiday deals. The extra week at October half term is another week when cheaper deals can be found.

If you do wish to take your child out of school during term time for the purpose of a holiday, we ask that you complete a Leave of Absence Form (available from the school office).

### OUR ATTENDANCE TEAM

Miss Baldwin – Head of School. She is responsible for the strategic approach to attendance in school.

Mrs Byrom/Miss Gardner-Howard and Miss Bannister – Attendance Leads. These are the members of staff who you can contact about attendance on a day to day basis.

Mrs Bowler – Pastoral Lead. She can offer more detailed support on attendance in specific circumstances.

Miss Baldwin– SENDCo. She can support with attendance for children who have SEND.

Please don't hesitate to contact a member of the attendance team on 01623 460274

### REPORTING ABSENCES

Telephone: 01623 460274

Any absences should be reported to the school before 9am on the first day of absence and every day that follows.

### AUTHORISED AND UNAUTHORISED ABSENCES

School can only authorise absences in the case of genuine illness, hospital/medical appointments or other exceptional circumstances.

We CANNOT authorise absences for reasons such as: shopping, haircuts, birthdays, other family member illness, visiting relatives, no clean uniform or getting up late.



THE WEST PARK ACADEMY

LABOR OMNIA VINCIT

## SCHOOL ATTENDANCE MATTERS

*Vision:*

*"Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families."*



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Head of School: Miss S Baldwin

Executive Principal: Mr M Nunn



At The West Park Academy we view excellent attendance and punctuality as vitally important for the learning and progress of the children. Your child's time at school is very valuable; they only get the chance once! It is therefore very important that they miss as little school as possible. Research shows that children who have good attendance are more likely to do well in the future. Regular attendance also helps children to develop their confidence and make and keep lasting friendships.

Improving attendance remains a high priority for our academy. Our target for 2024 – 2025 is 97%, which would be above the National Average figures for primary schools.

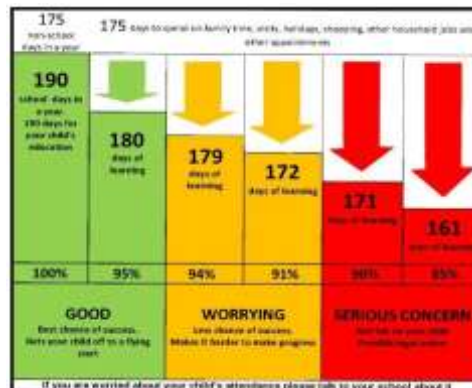
**Thank you for your support in getting your child to school every day.**

<p><b>School Hours</b></p> <p><b>F1 8:30am – 3:20pm</b>  <b>F2 8:30am – 3:00pm</b>  <b>Y1 – Y6 Doors open at 8:30. School starts at 8:40am – 3:15pm</b></p>
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## ROLES AND RESPONSIBILITIES

### PARENTS AND CARERS

- To ensure your child attends every session unless they are unwell.
- To inform school by telephone on the first day of absence because of illness and every day that follows.
- Try and arrange medical appointments outside of school time
- Where medical appointments cannot be taken out of school hours try to arrange appointments for either end of the school day to minimise time needed to be out of school.
- To bring and collect your child promptly.
- Avoid holidays during term time.
- Ensure that a Leave of Absence application form is completed if you believe it is unavoidable to take your child on holiday during term time.



## ROLES AND RESPONSIBILITIES

### The West Park Academy

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance and punctuality weekly.
- To contact parents/carers if no reason has been received for a child's absence.
- To speak informally to parents/carers if a child's attendance falls below 95% or if poor punctuality is having a significant effect upon a child's education.
- To write to parents if attendance is poor or punctuality does not improve after informal meetings.
- School to offer advice and support to families.
- To provide a range of incentives to encourage excellent attendance.

