



**Weston Green School**

## **Attendance Policy**

This policy applies to all pupils at Weston Green School including those in the Early Years Foundation Stage (EYFS)

Date: September 2012

Reviewed & updated: September 2013, September 2014, Summer 2017, Autumn '17

Next Review date: Autumn 2018

All pupils from Reception through to Year 6 are required to attend school between the following times

Reception	8.40 am – 3.15 pm
Key Stage 1	8.40 am – 3.15 pm
Key Stage 2	8.40 am – 4.00 pm

Parents of Kindergarten pupils can choose the number of sessions they wish their child to attend, from a minimum of 3 sessions per week to 5 full days. Morning sessions run from 8.40am to 12.30 pm. Afternoon sessions run until 3.15pm.

Breakfast Club runs daily between 7.45am and 8.10am.

After school care is provided daily from 3.15pm for EYFS/KS1 pupils and from 4.00pm for KS2 pupils until 5.30pm. All children remaining a school after 4.00pm are given tea between 4.00 and 4.15pm.

Children can attend Breakfast Club or After School Care regularly or on an ad hoc basis provided the child is booked in with the school office 24 hours in advance.

All requests for absence must be in writing, or by email, and reach the Head Teacher one week in advance (except of course in emergencies). Requests for exceptional absence (i.e. absence other than for religious holy days, medical/dental appointments, or for illness) should be received as early as possible, and in any event at least a fortnight before the relevant dates. Leave of absence for holy days is only granted if the holy day is to be observed by the family.

Parents are asked to honour the term dates published by the school as far as is possible and practicable. Independent research has shown that absence from school during the first and last weeks of term can be particularly damaging to pupil development. As pupils enjoy lengthy breaks during the academic year, the school is unable to condone pupils being absent for holidays during term time.

When a child is absent owing to illness, parents are asked to contact the school by 8.30am either by email or by telephone (020 8398 2778 for KS1 and KS2 pupils or 020 8398 0916 for EYFS pupils). Unexpected first-day absence will be checked by telephone. Any absence from school should be followed up by a letter/email confirming the reason for absence on the child's return to school.

If a child is away for more than ten school days for reasons of illness, the school will normally ask for a letter from their doctor, indicating the nature of illness.