



**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 2013,14, Summer 2017, Autumn 17, 18, 19, 20,  
July 21, Aut 22, Aut 23

Next Review date: Autumn 2024

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

Lower Prep                      8.40 am – 3.15 pm

Upper Prep                      8.40 am – 4.00 pm

Parents of Pre Prep pupils can choose the number of sessions they wish their child to attend, from a minimum of 4 sessions per week to 5 full days. For pupils who are attending term time only morning sessions run from 8.40am to 12.30 pm. Afternoon sessions run until 3.15pm. For Pre Prep only, parents have the option of sending their child to wraparound care. The children can attend from 7.45am until 6pm, 48 weeks per year, from a minimum of 4 mornings per week to 5 full days.

Breakfast Club runs daily between 7.45am and 8.25am.

After School Care is provided daily from 3.15pm for Pre Prep and Lower Prep pupils and from 4.00pm for Year 3 and Upper Prep pupils until 6.00pm. All children remaining at school after 4.00pm are given snacks and then a tea if staying between 5.00 and 6.00pm.

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 (for Breakfast Club) or by registering and booking online at [www.magicbooking.co.uk](http://www.magicbooking.co.uk) (for After School Care).

All requests for absence must be in writing, or by email, and reach the Head Teacher at 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). 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. **Continued absence should be reported daily** - unless it is a notifiable disease..

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