

## How can our parents/carers help us to attend school more regularly?

- Take a positive interest in our work, including homework.
- Set us a regular bed time and morning routine.
- Develop a back up plan for getting us to school if something comes up. Ask a family member, a neighbour or another parent if they can bring us.
- To make our medical appointments and book holidays out of school time.
- Attend parents' evenings and other school events.

## How can parents/carers let school know if we won't be there?

- Telephone school or call into the office and leave a message.



## What happens if we don't attend school?

- We won't learn as well and we won't make as much progress.
- We won't make as many friends.
- We will miss out on special days, celebrations, educational visits and after school clubs.



- School will contact our parents/carers if we are absent from school.
- If we keep missing school, then our parents/carers can get into trouble. They might get a fine or taken to court.



# West End Academy



## Child Friendly Attendance Policy

**School Matters!**



**Attend Today, Achieve Tomorrow**

# Attendance Policy

## Why is attending school important?

- It helps us to learn lots of new things.
- Our educational visits help us learn about the big wide world outside of school.
- Coming to school every day will help us to get a job or give us the chance to go to university when we are older.
- We have the chance to make lots of new friends.

## What does 'good attendance' look like?

- Our School Council members believe a good attendance is 96% or more.
- We should try to come to school as often as we can and rarely miss a day of school.



## How will the staff at West End Academy help my attendance?



- All the staff try to promote good attendance by encouraging us to come to school as often as we can.
- They reward our good attendance with a range of incentives.
- Mrs Dickinson and the office staff monitor the registers to find out who is absent.
- They ring our parents/carers to find out why we are absent from school.
- The staff hold meetings with parents/carers to offer support, advice and guidance on how they can help us to attend school more.



## How does West End Academy reward good attendance?

Our school rewards both individual and whole class attendance.

- If you have an attendance of 98% or more for a half term, you get a golden ticket and are entered into a prize draw to win one of the fol-



- lowing prizes.
- Each class can win an attendance trophy each week. 1st place is a golden trophy and 2nd place is a silver trophy.
- The class with the highest attendance also gets some sweets.
- Each class can show their attendance achievement on the Attendance Tree in the hall.
- At the end of the half term, the class with the most points will win £40 to spend on a class treat.

