



Whitkirk Primary School's Attendance Strategy

'Be the best that we can be'

At RKLT, we believe that regular attendance is essential for your child's learning, wellbeing, and future success. This policy outlines our expectations and the support available to help every child attend school regularly and on time.

This school attendance strategy is to be used alongside RKLT's Attendance Policy.

Our school attendance target is 96.5%.

School Day Timings:

- School starts at 8:45 AM and finishes at 3:15 PM.
- Doors open at 8:40 AM, and children should arrive at school on time (families are welcome onto the school site from 8.30AM each morning).
- Registers close at 9:15 AM.
 - Late arrivals (between 8:45 AM and 9:15 AM) will be marked as late.

Roles & Responsibilities:

We have a dedicated team to support attendance at RKLT:

- Miss Quarmby (Headteacher) – Senior Attendance Champion
 - Leads on attendance and ensures high expectations across school.
- Mr Sadler (Deputy Headteacher) – Disadvantaged Attendance
 - Supports attendance improvement for disadvantaged pupils.
- Mrs Downes (Assistant Headteacher & SENCO) – SEND Attendance
 - Oversees attendance for pupils with special educational needs and disabilities (SEND).
- Miss Emery (Assistant Headteacher) – EYFS Attendance
 - Focuses on ensuring a strong start for our youngest learners.
- Mrs Audsley (Learning Mentor & Attendance Officer) – Attendance Support
 - Works directly with children and families to improve attendance.
- Mrs Quarmby (Senior Administrator) – Attendance Administration
 - Manages attendance records.

Leave of Absence

- If you need to request a planned absence, please collect a Leave of Absence form from the school office and return it to Miss Quarmby (Headteacher).
- Holidays during term time will not be authorised. Please book holidays during school breaks.
- In line with government and RKLT policies, Penalty Notices may be issued for unauthorised term-time absences.

Unexpected Absences

Whitkirk Primary School Templegate Walk, Leeds, West Yorkshire LS15 0EU

☎ 0113 2606203 ✉ office@wps.rklt.co.uk 📘 WhitkirkPrimarySchool www.whitkirk.org

Headteacher: Miss G Quarmby



Learning Trust Alliance Teacher Training Teaching School Hub

Red Kite Learning Trust is a charitable company limited by guarantee registered in England and Wales.
Company number: 7523507. Registered office: Red Kite office, Pannal Ash Road, Harrogate, North Yorkshire HG2 9PH



If your child is absent unexpectedly, please:

- Call the school office every morning of your child's absence before 9:15 AM.
 - This helps us ensure that your child is safe.
- When leaving a message, please provide a specific reason for absence (e.g., 'high fever' rather than just 'unwell').

Medical & Dental Appointments

- Advance notice is required for all planned medical and dental appointments.
- Please provide confirmation via appointment cards, text messages, or letters. These can be shown in the school office or emailed.
- Children are expected to attend school before and after appointments whenever possible.

Following Up on Absences

We monitor absences closely to ensure the safety and wellbeing of all children:

- If you leave a voicemail about your child's absence, we will call you back to check how they are doing.
- If we do not hear from you, staff will contact you to find out the reason for absence.
- Home Visits:
 - These may take place on any day of absence to check on a child's wellbeing.
 - If no reason for absence is provided, a home visit will be conducted on the second day.
 - Even if we have spoken with you, a home visit will be made on the third day of absence.
- Proof of illness may be requested for absences longer than three days (e.g., doctor's note, prescription, hospital letter).

Celebrating Good Attendance

We love to recognise and reward good attendance!

- Every week in our Celebration Assembly, we highlight the three classes with the highest attendance (above our school target). These classes receive a certificate.
- Termly Recognition: Children who have made the biggest improvement in attendance are celebrated.
- Attendance reward weeks are held throughout the year, where children can earn prizes for attending school regularly.

Fixed Penalty Notices

- If a child misses 10 sessions of school (5 full days) without authorisation within a 10-week period, we may issue a Fixed Penalty Notice.

Tackling Poor Attendance

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- We expect all children to have at least 96% attendance (no more than 7 days off per year).
- If attendance falls below expectations, we will:
 - Arrange a meeting with parents/carers.
 - Create an individual action plan to improve attendance.
 - If attendance continues to decline, further action may be taken.

Persistent Absentees (Below 90%)

- Children with attendance below 90% are classed as 'persistent absentees.'
- At the start of the school year, parents of children who were persistent absentees the previous year will be informed that their child's attendance is being monitored.
- Regular meetings and interventions will be arranged to support improvement.

Inclusion & Support

We recognise that some children face challenges with attendance due to additional needs.

- Support is available, and we will work with you to remove barriers to attendance.
- Attendance concerns will be discussed with the relevant leader:
 - SEND pupils – Mrs Downes (SENCO)
 - Disadvantaged pupils – Mr Sadler
 - EYFS pupils – Miss Emery
 - General support for families – Mrs Audsley (Learning Mentor)

We are here to support you and your child. Please contact us if you need help with attendance.

Thank you for working with us to ensure that every child has the best possible education!

Reviewed Date: March 2025 **Next Review Date:** March 2026

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