



Attendance and Punctuality Factsheet

At West Vale Academy, we strive for the highest possible standard of education for all pupils and recognise that excellent attendance and punctuality is a key to achieving this and parents and carers play a key role in ensuring primary-aged pupils attend school regularly and arrive on time.

Many of the pupil at West Vale Academy achieve 95-100% attendance but there are some whose patterns of attendance cause concern.

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| 95-100%  | Best Chance of Success | Your child is taking full advantage of every learning opportunity |
| 90-95% | At least 2 weeks of learning missed | Satisfactory. Your child might have to spend time catching up on work. |
| 85-90% | At least 4 weeks of learning missed | Your child might be at risk of underachieving and may need extra support in order to catch up. |
| 80-85% | At least 5 ½ weeks of learning missed | Your child’s poor attendance has a significant negative impact on their learning. |
| Below 80% | At least 7 ½ weeks of learning missed | Your child is missing out on a broad and balanced education. You are at risk of prosecution. |

Tracking Attendance and Punctuality

Attendance and Punctuality is tracked and review each month for every pupil. Where attendance or punctuality data causes a concern, parents are informed of this by letter and maybe asked to attend an internal school meeting to discuss concerns and ways in which school and home can work together to improve attendance and punctuality.

Education Welfare Officer (EWO)

The Education Welfare Team is directly employed by Calderdale Council and is external to West Vale Academy and the Great Heights Academy Trust. The EWO will discuss any pupil with attendance of 80% or less with school and may request a meeting with parent/carer or refer parents to the courts regarding their child’s poor attendance.

Term-time holidays and Leave of Absence Requests

As a general rule West Vale Academy does not authorise term-time holidays. Whenever the need arises to take a child out of school during term time, parents must complete a leave of absence request form. The Principal will consider each application individually and consider whether the reason for absence constitutes exceptional circumstances. The Principal’s decision is final.