

Westbury CE Junior School – Attendance Policy

All children at Westbury Junior School are expected to attend school every day.

The school gates open at 8:40am and children are expected to be at their tables ready to start the day's work at 8:45am. The register is taken and sent to the office by 9am. If a child is not at school by 9am, they are marked as being late in the register.

We aim for 100% attendance from all children. The expectation from Wiltshire Council is that children attend school for a minimum of 90% of the academic year.

If a child is sick and will not be attending school, parents must inform the staff in the school office as soon as possible and a sickness mark will be recorded in the register as an authorised absence.

Children are not permitted to have time off school for any reason other than sickness. In exceptional circumstances, a child may be given permission not to attend school. Parents need to complete a form available from the school office. It is at the discretion of the head teacher to grant the absence or not.

The Educational Welfare Officer makes regular visits to school and notes any absences that children accumulate. Wiltshire County Council impose fines on parents who do not comply with their regulations.

For more information, please see [Wiltshire Council's website](#).