

**WRENBURY PRIMARY SCHOOL**  
**Attendance Policy**  
(See: Safeguarding Policy)



## **1 Introduction**

- 1.1 Wrenbury Primary School when in session, expect all children on roll to attend every day, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations 2006, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the School day. This register will also indicate whether an absence was authorised or unauthorised.

## **2 Definitions**

### **2.1 Authorised absence**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note to /telephones the School to explain the absence.
- Only the School can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during School hours, this will not mean it is an authorised absence.

### **2.2 Unauthorised absence**

- An absence is classified as unauthorised when a child is away from School without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from School without good reason, even with the support of a parent.

## **3 If a Child is absent**

3.1 Parents have a legal responsibility to inform the school regarding a child's absence. Parents are therefore asked to telephone the School if their child is going to be absent. The office is manned from 08:00 daily. Should a call not be received by 09:30 when registers close the school will telephone the family to investigate the absence. (This supports the school Safeguarding Policy.)

3.2 All absence needs to be coded in the register. This code will be determined on information received from parents or those with parental responsibility for a child. This information may be received in person, by telephone, text message or email.

3.3 A note/email/text/call may be sent to the School prior to the day of absence, e.g. if a child has a medical appointment.

3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the School office. The School will then be in contact straight away with the parent or guardian, in order to check on the safety of the child. #

#### **4 Requests for Leave of Absence**

4.1 We believe that children need to be in School for all sessions, so that they can make the most progress possible. However, we do understand that there may be some exceptional circumstances when a child may have to be absent from school.

4.2 Parents do not now have the right to withdraw their children from School for an annual holiday. We naturally prefer parents to take their family holiday in the normal school holiday periods and strongly encourage this. The Head-teacher is unable to authorise any holiday absence. Should parents wish to apply for leave of absence this must be referred to the Chair of Governors. Leave of absence can only be authorised for exceptional circumstances. These are few and limited. Each application will be looked at individually and will be considered within the strict legislative directive from the DFE.

4.3 If the school do not authorise the holiday/leave of absence and it is for 10 or more consecutive sessions, the school will contact the Local Authority and a fixed Penalty Notice will be issued regarding the unauthorised absence. (See Cheshire East Council's Code of Conduct on Penalty Notices. This outlines current costing's and timeframes.)

#### **5 Long-Term Absence**

5.1 When children have an illness that means they will be away from School for over five days, the School will do all it can to send material home, so that they can keep up with their School work.

5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the School will contact the support services, so that arrangements can be made for the child to be given some tuition outside School.

#### **6 Repeated Unauthorised Absences**

6.1 The School will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the School and discuss the problem. If the situation does not improve, the School will then contact the LA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

6.2 The Governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to School on a regular basis.

#### **7 Rewards for Good Attendance**

7.1 Each Base's attendance is reported each week in the Friday afternoon Y6 led assembly. The base with the highest attendance is awarded a certificate and the need for outstanding attendance is messaged.

7.2 All the children who have 100 per cent attendance will receive an excellence certificate for attendance, awarded at the last assembly of the year.

7.3 The Head teacher reports on the attendance for each Base in the monthly newsletter sent home which also celebrates outstanding attendance. This is also shared on the school website.

## **8 Monitoring and Review**

8.1 It is the responsibility of the Governors to monitor overall attendance. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

8.2 Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the head teacher, who will contact the parents or guardians.

8.3 Where the absence of a child may be linked to other concerns eg safeguarding, the absence of the child will be reported to the Head teacher/Designated Safeguarding Lead directly.

8.4 The School will keep accurate attendance records on file for a minimum period of three years.

Signed: ..... Date: .....  
Headteacher

Review Date: Autumn 2018