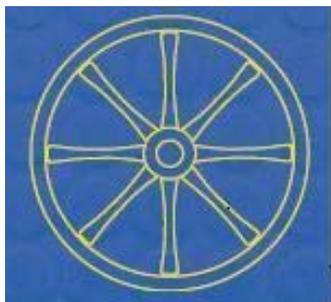


Attendance Policy

Wheelwright Lane Primary School

Date of review: November 2017

Next review: November 2019



Learning For Life

Introduction:

The purpose of this policy is to state clearly what our expectations are and that attendance and punctuality can only be achieved where home and school are mutually supportive.

School Attendance:

There is a legal obligation to make sure that children attend school regularly.

There are two types of absence:

- Authorised - This is where the school can approve the absence.
- Unauthorised - Where the school will not approve the absence.

Routine medical/educational absence.

Days or half days taken for medical needs are authorised. Visits to other schools for exam purposes, lessons or transition arrangements are also allowed. These must be in consultation with the Head Teacher or a member of staff, and parents/carers need to inform the school in advance. Longer absences for the purpose of educational residential visits (eg Manor Adventure) are also authorised.

All other absences that are for more than 1 day need to be authorised by the Head teacher.

Absence for other purposes.

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not grant any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head teachers will determine how many school days a child may be absent from school if the leave is granted.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence in being unauthorised.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised. This may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.

- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Application forms (Appendix 1) must be completed along with a covering letter explaining the exceptional circumstances. Forms can be collected from the school's office.

All requests will be confirmed by letter either authorising the request or not (Appendix 2 contains these letters - please note that these are legal documents that the school must send out in reply to any request).

The school expectations regarding absence are:-

- That pupils will attend regularly and, if absent for any reason, the school will be informed of the cause. A telephone call on the morning of absence is required.
- If the absence lasts for three or more days, medical evidence is required (proof of prescribed medication will suffice).
- That pupils will not leave the school site without permission and without being accompanied by an authorised adult.
- That when a child leaves school during the day for an appointment, the register in the secretary's office must be signed.
- That children do not, except in exceptional circumstances, miss school for family holidays during term time.

Parents can expect:-

- That the school keeps a daily attendance record and will inform parents if the pattern of attendance is causing concern.
- That the school will acknowledge excellent attendance and punctuality.
- That a member of staff will contact parents on the first day of any absence, ideally in the morning.
- That the school staff will work with them to address any issues that may be affecting their child's attendance.
- That any requests for a Leave of Absence will be duly considered and a decision given in good time.

Attendance - What can parents do to help?

- Try to make appointments outside school time
- Inform the school on the first day of any absence
- Do not book family holidays during term time
- Work with school staff and any outside agencies, such as the school nurse, to resolve any issues highlighted by our monitoring of attendance
- Come and discuss any issues or potential problems regarding attendance with school staff before there is an impact on attendance and learning.

How attendance is monitored.

- Formal half termly attendance checks will be carried out to check for children whose attendance is falling below 90%. We will communicate our concerns either by directly contacting parents or by letter or both. In this way parents will be made aware of attendance procedures (App 2). Parents will be informed that we will be monitoring attendance and will be given the opportunity to discuss matters with the Head or Deputy Head Teacher.
- Where the pattern of attendance has still not improved and has fallen below 86% the parents will be informed of Stage 1 procedures (App 3). Parents will be invited in to discuss the reasons with the Head teacher. Parents will be made aware that a referral to the Warwickshire Attendance, Compliance and Enforcement Service (ACE) will be the next step in our procedures.
- If the pattern of attendance continues to deteriorate below 86% for a period of 6 weeks then Final stage procedures will be carried out and the parents notified (App4- Stage 2).
- In certain cases a pupil's attendance may be referred directly to the Educational Social Worker if it is considered to be in the best needs of the child. (App 5)

Lateness.

- A very close check is kept on lateness and how this is recorded. It is really important that pupils are in school for the start of the day so that they do not miss the introduction to lessons.
- The formal registration period in the morning runs from 8.45am until 8.55am, although registers in the classrooms are kept open until 9.05am. This gives a period of 10 minutes during which children will be marked as present but late (code L). **At 9.05am the classroom registers will close, however children arriving at the school office will still be recorded as late using the L code until 9.25am. Children arriving after 9.25am will need to inform office staff, who will record their arrival and the reasons for their lateness.** This will ensure that, if appropriate, we have a record to authorise the absence at registration. If no valid reason for the lateness is offered, children will be recorded using the U code which is an unauthorised absence for the session.
- We are required to keep accurate records of lateness/absence and whether or not this is authorised and these are closely monitored. Should there be an unavoidable delay,

e.g. a traffic delay, the Head Teacher has the discretion to extend the registration period.

- Where a child is late for school on three occasions in a calendar month, parents will be notified in writing (App 3). Regular lateness will be recorded on the pupil's file and may be included as a comment in any future reference.

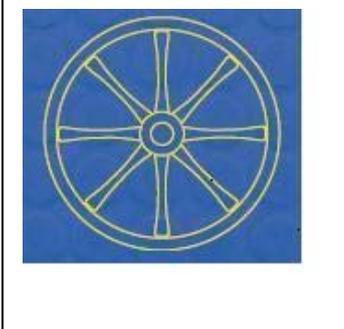
Lateness - What can parents do to help?

- Let the school know by telephone if you know that your child will be late.
- If you know that you will be late in advance, let us know what time your child will be arriving and the reason for their lateness.
- Arrive before school begins (8.45-8.55am) so your child doesn't have to walk into class after everyone else and is ready to start work at 8.55.
- By arriving on time you also help us with being able to provide the dinner numbers for the staff in the kitchen.
- If you arrive after 8.55am, then you must report to the office.

This Policy was ratified by Governors on 22nd November 2017

This policy will be reviewed in November 2019.

Appendix 3.



**Wheelwright Lane Primary School,
Wheelwright Lane,
Ash Green,
Coventry,
CV7 9HN**

Telephone: 02476 364505

Fax: 02476 364581

Email: admin2021@welearn365.com

Date:

Dear Parent/Carer of

I am writing to let you know that your child has been late on _____ occasions during the month of _____.

Please may I respectfully remind you that the doors open at 8.45 in the morning ready for registration by 8.55am. Lateness will often mean that the introduction to the learning for that session is missed. Just 5 minutes lateness each day is equal to 25 minutes per week or approximately one day per half term of missed learning.

Please could you try and send your child to school before 8.55am. If you are having any difficulties with this please do not hesitate to make an appointment to come and discuss this further. In accordance with our attendance policy, lateness will continue to be monitored monthly for improvement.

Thank you for your co-operation in this matter.

Yours sincerely

Mrs J Essex
Deputy Head Teacher

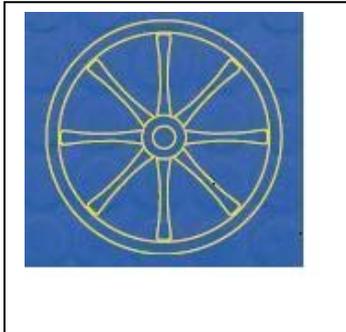
Headteacher: Mrs C Browne

Office Manager: Mrs M. Hull
Learning for Life

Chair of Governors: Mr D. Grove



App 2



**Wheelwright Lane Primary School,
Wheelwright Lane,
Ash Green,
Coventry,
CV7 9HN**

Telephone: 02476 364505
Fax: 02476 364581
Email: admin2021@we-learn.com

Dear Parent/Carer of

Re: Half termly attendance checks

I am writing to let you know your child's attendance for the half term _____. This is a standard procedure when attendance falls below 90% and is designed to make parents aware that we monitor and report on all children's attendance. As a school we have a target for attendance, and this is monitored by the local and national authorities.

I fully understand and appreciate that your child may have been ill or that you may have had absence for exceptional circumstances, but please be aware that if attendance levels continue to operate below 90% we will begin our attendance procedures which are:

- **Stage 1:** If attendance continues to decline below 90% then you will be invited to meet with the Headteacher to see if there are any underlying circumstances that we can help with. If, after further monitoring for a six week period, attendance drops below 86% then;
- **Stage 2:** formal letter to parents and referral to Local Authority ACE Team.

Please be aware this letter is just to inform you your child's attendance is currently ____%. It **does not** form part of formal stage one at this point, however attendance will be monitored.

Thank you for your co-operation in this matter,

Yours sincerely

Mrs J Essex
Deputy Head Teacher

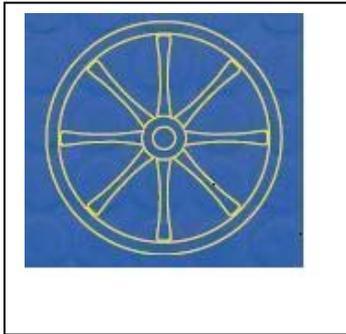
Headteacher: Mrs C Browne

Office Manager: Mrs M. Hull
Learning for Life

Chair of Governors: Mr D. Grove



App 3



**Wheelwright Lane Primary School,
Wheelwright Lane,
Ash Green,
Coventry,
CV7 9HN**

Telephone: 02476 364505
Fax: 02476 364581
Email: admin2021@we-learn.com

Dear Parent/Carer of

Further to my previous letter it has come to my attention that attendance has not improved.

Currently your child's attendance is . At the last Attendance check it was . It is usual that if attendance has not improved or continues below 86% then a referral will be made to Warwickshire Attendance, Compliance and Enforcement Service (ACE) Service.

This is the first stage in our attendance procedure and I would like to ask you to make an appointment to discuss this further with me or with Mrs Browne to try and avoid a referral to Warwickshire Ace Service.

We will work with you to try and resolve this matter and improve the situation but we do need your help.

Yours sincerely

Mrs J. Essex
Deputy Head Teacher

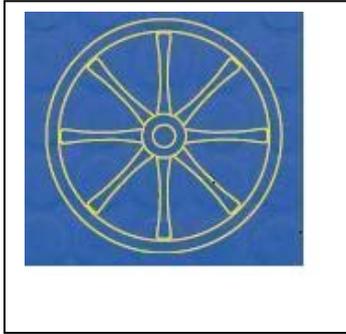
Headteacher: Mrs C. Browne

Office Manager: Mrs M. Hull
Learning for Life

Chair of Governors: Mr D. Grove



App 4



**Wheelwright Lane Primary School,
Wheelwright Lane,
Ash Green,
Coventry,
CV7 9HN**

Telephone: 02476 364505
Fax: 02476 364581
Email: admin2021@we-learn.com

Dear Parent/Carer

Further to my letter dated xx/xx/xx it has come to my attention that xxxxxxxxxx's attendance has not improved.

We are working hard as a school to promote good attendance and the average attendance for the county is 93%. Currently your child's attendance is xxxx%. It is usual that if attendance has not improved or continues below 86% for 6 weeks then a referral will be made to Attendance, Compliance and Enforcement Service (ACE)

This is the final stage in our attendance procedure and the school will be making a referral to Warwickshire Education Social Work Service who will be contacting you in due course.

Yours sincerely,

Mrs C Browne
Headteacher

Headteacher: Mr D. Barrow

Office Manager: Mrs M. Hull

Chair of Governors: Mr D. Grove

Learning for Life





CONFIDENTIAL
Warwickshire County Council Education Social Work Referral Form

Working for Warwickshire

UPN:

Forename:

Surname:

Address:

Postcode:

Gender:

Other agencies involved:

Parent/Day to day Carer:

Forename:	Surname:	Family Circumstances:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

School Details

School Year and form name:

DoB:

Home Contact No:

Ethnic Origin:

Referral Date:

%Attendance at referral:

%Attendance over last 10 weeks:

Reason:

Referral Agency:

Name and title of referrer:

Allocation date:

Allocated ESW:

Area:

Panel (Y/N)	<input type="text"/>
Looked After Y/N:	<input type="text"/>
On SEN reg (Y/N)	<input type="text"/>
SEN level if applicable	<input type="text"/>

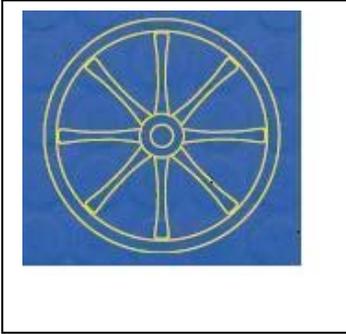
Referral Details:

Other relevant Information:

Please describe or attach details of action taken to date:

Signature of person completing form:

(Please ensure that Postcode and % Attendance rate is included on this form. Note: shaded boxes are for admin purposes)



**Wheelwright Lane Primary School,
Wheelwright Lane,
Ash Green,
Coventry,
CV7 9HN**

Telephone: 02476 364505

Fax: 02476 364581

8th May 2012

Dear

Forename, surname, year group

Application for Leave of Absence during Term Time in Exceptional Circumstances

I have received your completed application/verbal request for Leave of Absence outlining the exceptional circumstances to support your application.

I have carefully considered your request and reviewed the exceptional circumstances you have given.

As you are aware Government regulations prohibit schools from authorising absence in term time unless there are exceptional circumstances. **In this instance only** the school is prepared to accept the reasons put forward and authorise the absence (please see attached Leave of Absence form for details). Any extension to this request without authorisation or further absence will be unauthorised and as parent(s) you may be liable to further action including the issue of a Fixed Penalty Notice or prosecution through the court.

You should be aware that failure to secure *****'s attendance at school is a criminal offence under Section 444(1) and 444 (1A) of the Education Act 1996. In the event that *****'s attendance at school fails to improve or improve sufficiently then this could result in a Fixed Penalty Notice (£60 fine if paid within 21 days of receipt of notice increasing to £120 if paid after 21 days but within 28 days) being issued to you or criminal prosecution proceedings being issued against you. If criminal proceedings are issued and you are found guilty, the court could sentence you to a fine of up to £1,000 or £2,500 and or sentence you to serve a community sentence period or sentence you to serve a custodial period of up to 3 months.

This decision is not made lightly. Our school is dedicated to the education of all our pupils and believes regular attendance through the year is essential to every child's success and fulfilment.

Please contact the school to discuss measures to minimise the impact of leave on your child's academic progress.

If you have any concerns about the content of this reply please do not hesitate to contact me.

Yours sincerely

Mrs C Browne
Headteacher

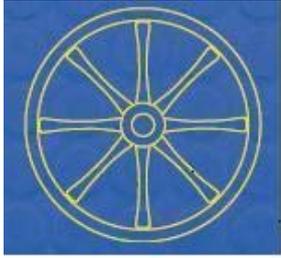
Headteacher: Mrs C Browne

Office Manager: Mrs M. Hull

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Learning for Life





**Wheelwright Lane Primary School,
Wheelwright Lane,
Ash Green,
Coventry,
CV7 9HN**

Telephone: 02476 364505
Fax: 02476 364581

8th May 2012

Dear

Forename, surname, year group

Application for Leave of Absence during Term Time in Exceptional Circumstances

I have received your completed application/verbal request for Leave of Absence outlining the exceptional circumstances to support your application.

I have carefully considered your request and reviewed the exceptional circumstances you have given.

As you are aware Government regulations prohibit schools from authorising absence in term time unless there are exceptional circumstances. **In this instance** the school will not authorise this Leave of Absence request and absence taken during this period will be unauthorised (please see attached Leave of Absence form for details). As parent(s) you have a legal duty to ensure that your child receives a full-time education (section 7 Education Act 1996). You may be liable to further action including the issue of a Fixed Penalty Notice or prosecution through the court if your child is absent during the period requested in your application.

Evidence shows that pupil absence has a negative impact on pupil performance and social development. We urge you to consider this matter very carefully before making a decision to go ahead.

You should be aware that failure to secure *****'s attendance at school is a criminal offence under Section 444(1) and 444 (1A) of the Education Act 1996. In the event that *****'s attendance at school fails to improve or improve sufficiently then this could result in a Fixed Penalty Notice (£60 fine if paid within 21 days of receipt of notice increasing to £120 if paid after 21 days but within 28 days) being issued to you or criminal prosecution proceedings being issued against you. If criminal proceedings are issued and you are found guilty, the court could sentence you to a fine of up to £1,000 or £2,500 and or sentence you to serve a community sentence period or sentence you to serve a custodial period of up to 3 months.

If you have any concerns about the content of this reply please do not hesitate to contact me.

Yours sincerely

Mrs C. Browne

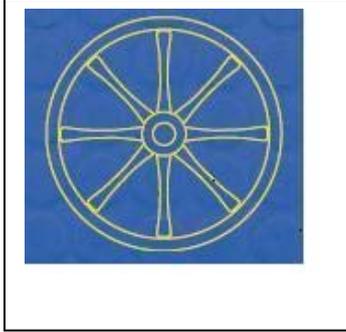
Headteacher: Mrs C Browne

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Chair of Governors: Mr D. Grove

Learning for Life





**Wheelwright Lane Primary School,
Wheelwright Lane,
Ash Green,
Coventry,
CV7 9HN**

Telephone: 02476 364505

Fax: 02476 364581

Dear Parent/Carer of

I am writing to let you know that your child's attendance is currently below 95%. This is a standard procedure when attendance falls below 95% and is designed to make parents aware that we monitor and report on all children's attendance. As a school we have a target for attendance of 95%+, and this is monitored by the local and national authorities.

I fully understand and appreciate that your child may have been ill or that you may have had absence for exceptional circumstances, but please be aware that if attendance levels continue to operate below 95% we will begin our attendance procedures which are:

- **Stage 1:** If attendance falls below 90% then you will be invited to meet with the Headteacher or Deputy Head Teacher to see if there are any underlying circumstances that we can help with. If, after further monitoring for a six week period, attendance drops below 86% then;
- **Stage 2:** formal letter to parents and referral to Local Authority ACE Team.

Please be aware this letter is just to inform you your child's attendance is currently %. It **does not** form part of formal process at this point, however attendance will be monitored.

Thank you for your co-operation in this matter,

Yours sincerely