



# WILKINSON PRIMARY SCHOOL

## Attendance Policy

Working with Parents and Children to promote  
'Learning for Life' through good attendance.

<b>Reviewed</b>	<b>Sept 2024</b>
<b>Next review Due</b>	<b>Sept 2026</b>
<b>Monitoring &amp; Evaluation:</b>	<b>Headteacher, Educational Welfare Officer and Governing Body</b>

<b>Attendance Champion</b>	<b>Headteacher</b>	<b>01902 558971</b>
<b>Attendance Officer</b>	<b>D. Sanders</b>	<b>01902 558971</b>
<b>Contact email for attendance related issues</b>	<b>wilkinsonprimaryschool@wolverhampton.gov.uk</b>	

**Target for 2024-2025– 97%**

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## **ATTENDANCE POLICY**

At Wilkinson Primary School, we wish to enable everyone to succeed as a learner; promoting, sustaining and celebrating their efforts and achievements as individuals and as valued members of the school community.

Our attendance policy and guidelines support our school aims;

In particular:

- To maintain and develop the established partnership with parents
- To actively involve all staff, children and parents in the learning process
- To provide a haven for children and adults within the local community
- To enable children to take responsibility for their own behaviour by making appropriate choices
- To make the school a happy, fair and friendly place to be

This policy should be read in conjunction with our Behaviour and Home School Agreement policies as part of our work in partnership with parents.

At Wilkinson, we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

Wilkinson Primary is a happy school. Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare.

Good attendance is crucial to effective learning. School places great emphasis on this in its communication with parents. Our School Attendance policy forms a part of our induction pack for new parents. Information on lateness, illness and absence is also given to parents in the School Prospectus. This highlights the importance of children being at school on time and the need to notify school if their child is absent for any reason.

Children are admitted to school at various times of the year, and into various year groups. All parents requesting a place are asked to make an appointment with the Head Teacher or Deputy Head Teacher. At this meeting the importance of regular attendance is always highlighted along with other school routines.

Parents are asked to share with us any worries their child may have in school. Sometimes small things upset children, which means they become unhappy, and may not want to come to school. We need to know about these issues to help avert any unnecessary difficulties.

## **SCHOOL STRATEGIES FOR PROMOTING GOOD ATTENDANCE**

At Wilkinson we have a range of systems for promoting and celebrating good attendance and improved attendance / punctuality.

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Ways we encourage good attendance and punctuality are:

- School attendance target is shared with children and parents – weekly attendance % evident on school website to keep parents and children informed.
- Whole school weekly attendance results shared with children during whole school assembly, discuss if we have met the target we are striving for.
- Individual class attendance shared within whole school assembly weekly, and class with the highest % is rewarded with the Attendance Cup for the week.
- Attendance and punctuality are part of our home-school agreement
- Certificates and prizes for achieving this attendance target – half-termly, termly, annually
- Certificates and prizes for achieving 100% attendance – half-termly, termly, annually (Silver, Gold and Diamond awards, along with non-uniform days and a visit to the school shop 'Wilkazon').
- Attendance celebration assemblies for parents – parents invited in to see their child receive their attendance award – praise assembly carried out every half term for those children who have achieved 100% for the half a term/term.
- For children who have been at school every day for the year, they will receive the Diamond award badge. Their name will also be put into a hat. Names will be chosen at random from the hat and awarded with a family reward, such as, tickets to the cinema, tickets to the zoo, takeaway vouchers etc.
- Certificates for children with improved attendance / punctuality as part of 'Well Done' assemblies
- Parents are informed about our Annual Attendance target and reminded about Attendance and Punctuality in our News Letters as well as the consequences of poor attendance
- Children's attendance is recorded on their end of year report

### **Attendance and Punctuality**

Parents / Carers have a legal responsibility to ensure that their child attends school regularly and on time each day. This is also part of our Home School Agreement with parents and children, because it is such an important factor in children's achievement at school.

Children need the best possible start to each day and this means arriving punctually. School starts at 8.30a.m. and all children should be at school by this time each morning. Children who are late should report to the school office. School keeps a record of all children arriving late.

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## Registers

Registers are a legal document and have to be completed carefully and accurately. Teachers are responsible for completing them at the start of each morning and afternoon session. The following codes are used in registers:

/	Present AM
/	Present PM
B	Attending any other Approved Educational Activity
C	Other authorised circumstances
C1	Leave of absence – regulated performance or employment abroad
C2	Leave of absence – part – time timetable
D	Dual registration
E	Suspended or excluded without alternative provision
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness
J1	Leave of absence – interview for employment or transfer
K	Attending alternative provision arranged by the LA
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend – lack of access arrangement
R	Religious observance
S	Study leave for public examination
T	Travelling with parent for occupational purposes
U	Late (after registers closed)
V	Attending an educational visit or trip
W	Attending work experience
X	Not required to attend – non-compulsory school age pupil
Y1	Unable to attend – normal transport not available
Y2	Unable to attend – widespread travel disruption
Y3	Unable to attend – unavoidable partial closure
Y4	Unable to attend – unavoidable full closure
Y5	Unable to attend – criminal justice detention
Y6	Unable to attend – public health Guidance/Law
Y7	Unable to attend – unavoidable other than Y1 – Y6
7	Illness due to Covid 19
8	Self-isolating due to Covid 19
9	Shielding due to Covid 19
-	All should attend / No mark recorded

*\* these codes have to be input through routines by office staff.*

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	<u>Start</u>	<u>Finish</u>
T4T's/ Nursery (am)	8:30am	11.30am
T4T's/ Nursery (pm)	12:00pm	3:00pm
Reception, Year 1 & Year 2	8:30am	2:55pm
Year 3, Year 4, Year 5 & Year 6	8:30am	3:10pm

Registers are closed *15 minutes after arrival time*. Children are marked late after this time.

Children are not allowed to leave school unaccompanied during the day for medical appointments, etc. They must be collected by a parent/carer and signed out indicating time collected and the reason.

Upon return the parent/carer signs the child back into school. We appreciate prior notice of such appointments whenever possible.

Parents must contact school on each day of their child's absence. This can be done by telephoning (01902 558971), emailing ([wilkinsonprimaryschool@wolverhampton.gov.uk](mailto:wilkinsonprimaryschool@wolverhampton.gov.uk)) or calling into school to see the Headteacher (H. Richards – Attendance Champion) or D. Sanders (Attendance Officer) to explain the absence. A note pad is kept by the office telephone to record date, child, class and reason for absence.

All information is used to inform teachers when filling in their registers. If no notification is received about a child's absence we will contact parents/carers to request a reason – first day calling. If school are concerned about an absence, then the Headteacher along with the DSL may visit the home, or the EWO may be called to carry out a home visit/welfare check.

School has a system of contacting parents when children have poor attendance.

Absences are recorded as either AUTHORISED or UNAUTHORISED.

Absences can only be authorised for:

- Illness
- Medical or dental reasons
- Religious observations
- Agreed holidays
- Exclusions

Absence is unauthorised when:

- No reason has been given for an absence
- Children have arrived late after registers have been closed and no adequate reason has been provided
- A reason has been given but it was not accepted by the Headteacher
- Non- approved term time holidays

**Persistent or severe absence**

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If absence becomes persistent or severe then the Government guidelines are followed. The school will write to the parent to inform them of initial concerns and discuss with the parent why there may be issues regarding attendance. If no improvement is made following support, then the issue escalates through to the next stage – please see appendix 1 'Attendance Roadmap' which outlines the 5 escalating stages of the attendance procedure.

## **Holidays**

It is important that Parents arrange their family holidays within the school holidays, rather than in term time, to ensure that their child's educational progress is not affected. School can only authorise absence in exceptional circumstances during term time. Any absence above this is recorded as unauthorised. Parents will need to complete a Wilkinson Primary School Leave of Absence Form for term time holidays, which explains the implications of taking a child out of school during term time. The Headteacher will not, under any circumstance, authorise holidays in September, May or June.

If parents decide to take their child out of school during term time, then a penalty notice may be imposed. Please see below for outline of penalty notices:

**1<sup>st</sup> Offence** - 5 days unauthorised absence=fine of £160 per parent per child if paid within 28 days. If paid within 21 days then it is £80 per parent, per child.

**2<sup>nd</sup> Offence** – within 3 years = £160 per parent per child payable within 28 days and no reduction available.

**3<sup>rd</sup> Offence** – within 3 years NO PENALTY NOTICE given. The case will be presented to Magistrates Court. If found guilty then a fine of up to £2500 per parent, per child can be issued. Convictions will be shown on DBS record.

## **Concerns**

Teachers monitor the attendance of the children in their classes. If they have concerns these are reported to the Head Teacher. If a child is regularly late for school or is often absent, then the school will contact the parent concerned to have an informal discussion about this.

Letters are sent to parents reminding them of the importance of punctuality, periodically, during the year.

Attendance data is looked at regularly by the Head Teacher and Senior Management Team. Trends are monitored and shared with the staff and children weekly.

There are often patterns of absence, which do affect children's progress over the year. We work closely with our Educational Welfare Officer. If problems do persist, a referral is made and the Educational Welfare Officer will then contact the parents to discuss the problem. The Educational Welfare Officer meets with the Attendance Officer every 2 weeks to discuss attendance related issues, and with the Head Teacher and Attendance Officer every half term to discuss in more detail, and offer advice and support.

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The EWO will make contact with parents if poor attendance/lateness continues. More serious problems may result in legal enforcement.

## **Truancy**

All the staff at Wilkinson Primary are concerned about the children's regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness.

Although it's a very rare occurrence for a child to truant, if there is a concern that a child might be truanting then action is taken straight away.

If truancy is suspected, the Head Teacher is notified, who then contacts the parent by telephone. The Educational Welfare Office is also contacted. Parents are asked to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved.

In the event of not being able to talk to the parent then the Head Teacher talks to the child concerned to find out if there are any worries or problems in school. If there are, then these are discussed with the Class Teacher and DSL ensuring appropriate action is taken.

Co-ordinator Headteacher

Reviewed: October 2024

Approved: October 2024

Policy to be reviewed: November 2026

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