



WENLOCK CHURCH OF ENGLAND JUNIOR SCHOOL

Learning and growing together within the love of God

ATTENDANCE POLICY

September 2017

Introduction

- The school encourages regular attendance and works in partnership with parents to allow this to happen. We recognise the detrimental effect on pupils' achievement and attainment that excessive absences from school have. Our aim is to maximise attendance and support parents in carrying out their responsibilities – ensuring their children attend, are punctual and stay at school. For any absence other than sickness parents must seek the prior approval of the Head.
- The school works closely with the Education Welfare Team and reports concerns to them for their assistance. The Education Welfare Officer also examines the Attendance Registers which are kept by each class teacher and monitored by the school.
- All absences are monitored, recorded and reported to the appropriate authorities.
- Children who are absent for more than 4 consecutive weeks (other than for illness) will be removed from the register and may not automatically return to the school.

The Law

- Regular attendance of a child of compulsory school age, registered at the school is required by law. Following the Supreme Court ruling in April 2017, regular means every day the school is open.
- The parent of a child of compulsory school age registered at the school and failing to attend regularly is guilty of an offence.

Procedures

- Registration takes place at the start of each morning and each afternoon session.
- Registers close at 9.10am and 1.45pm/2.15pm and are then sent down to the office by the class teacher. Children arriving after that time will be marked as late by the office Admin. Assistant.
- If a child arrives in school after 8.50am or 1.30pm/2.00pm he/she must report to the school office before going to the class.
- Attendance/Late records are recorded on the school's computer record.
- Attendance/Late records are noted on the child's annual report.
- **It is expected that all appointments including dental or medical will be made outside of the normal school day. If this is unavoidable then appointments should be made preferably at the end or if this is not possible at the beginning of the school day.**

Parents are requested to send a written note in to school if their child is late or has to be collected before the end of the school day due to attending an appointment. Only in exceptional circumstances will absences be authorised for attending an appointment.

- Unexplained absences are treated as unauthorised. If a child has more than 8 unauthorised sessions of absence a Penalty Notice may be issued by the Education Welfare Service.
- Requests for authorised absences must be made in writing to the Head who will authorise the absence if appropriate.
- Parents should not to take children on holiday during term time. Please refer to Term Time Holiday Procedures for further guidance.
- When a pupil is absent we request parents call the school on the first day to report the absence. When children return to school after an absence a written note must be sent to the school giving a reason and signed by a parent/guardian.
- All absences are monitored in school by the Admin. Assistant and HT fortnightly and letters sent out to parents requesting a reason for any outstanding or unauthorised absence.
- Attendance records are also regularly monitored by the E.W.O.
- **The EWO will send letters out to parents alerting them if their child's attendance falls below 92%. Parents will be invited in to meet with the HT, Family Worker or EWO if there is a continuing issue with attendance and whenever attendance falls below 90% unless there are exceptional circumstances.**
- **Medical evidence may be required to support absences from school for persistent absentees where support has been offered but no significant and sustained improvement is evident. Acceptable medical evidence is a doctor's certificate, doctor's letter, prescription from the doctor or sight of the medicine prescribed by the doctor.**
- **Where a child has 5 or more days consecutive absence due to illness, medical evidence, as specified above, will be required to verify reason for absence.**
- Unexplained absences and long absence will be followed up by the school or the E.W.O.
- Expectations are outlined at the New Parent Evening and in the school brochure.

At Wenlock C of E Junior School we give regular thought to how values can be used to support the child as a reflective learner and promote equality through quality teaching and learning. The school recognises and values all individuals no matter what their ethnicity, gender, disability and special educational need and social background.

Reviewed: September 2017
Review date: September 2020