

Attendance Policy

Wheelwright Lane Primary School



Learning For Life

September 2023
Review September 2025

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. The government document "*Working Together to Improve School Attendance*" (September 2022) sets out further guidance around school attendance and is used, in school, in conjunction with our attendance policy.

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.

Leave of Absence Application forms 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 1 - authorised absence, Appendix 2 - unauthorised absence - 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 a parent/carer has not telephoned the school by 9.30 then office staff will contact by telephone and speak to the parent directly regarding the reasons for the absence. If no response then letters will be sent to ascertain the reason for the absence (Appendix 3 and Appendix 4).
- If the absence lasts for three or more days, medical evidence is required (proof of prescribed medication will suffice). **This requirement is for safeguarding purposes (it is known that children can be kept away from school for a week or more to hide bruises or other marks that the child may not want to explain).**
- If the child has a high number of absences recorded as illness or medical appointments then the school will require supporting evidence (Appendix 5).
- 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 (Appendix 6). 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 (Appendix 7). 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 Service (WAS) Education Entitlement Team 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 (Appendix 8 and 9).
- 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.

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 5 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 (Appendix 10). 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 (8.40-9.00am) so your child doesn't have to walk into class after everyone else and is ready to start work at their allotted time
- 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 9.00am, then you must report to the office.

This Policy was ratified by Governors on September 2023

This policy will be reviewed every two years

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

Telephone: 02476 364505
Fax: 02476 364581

Date 2023

Dear

Pupil Name – year 4, 5

Application for Leave of Absence during Term Time in Exceptional Circumstances

I have received your completed application and 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 Head Teachers from authorising absence in term time unless there are exceptional circumstances.

In this instance the school **will** authorise this Leave of Absence for X and X. We expect that both children will continue to attend school every day following their return.

As a school we take the attendance of all our pupils very seriously. Every day a child is in school is an opportunity to learn and to develop their future. We ask all our parents to take this into consideration when taking their child out of school during term time.

The chart below demonstrates the impact that attendance can have on learning as well as social and emotional development. Please take a moment to read through this information.

Every School Day Counts



Every Minute Counts

LATENESS = LOST LEARNING

(Figures below are calculated over a school year)

5 Minutes late each day	3 days lost!
10 Minutes late each day	6.5 days lost!
15 Minutes late each day	10 days lost!
20 Minutes late each day	13 days lost!
30 Minutes late each day	19 days lost!

Be at the classroom on time and ready to learn!

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

Yours sincerely

Miss S Rutherford
Headteacher

Headteacher: Miss S Rutherford Office Manager: Mrs A Turner 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

Date 2023

Dear Parent

Pupil name

Application for Leave of Absence during Term Time in Exceptional Circumstances

I have received your completed application and 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 Head Teachers from authorising absence in term time unless there are exceptional circumstances.

In this instance the school **will** authorise this Leave of Absence for X. Please be aware that X attendance is **95%** which is below the expected standard of 96% - 100 %. Therefore, we expect that Amelia will continue to attend school every day following their return.

As a school we take the attendance of all our pupils very seriously. Every day a child is in school is an opportunity to learn and to develop their future. We ask all our parents to take this into consideration when taking their child out of school during term time.

The chart below demonstrates the impact that attendance can have on learning as well as social and emotional development. Please take a moment to read through this information.

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Yours sincerely

Miss S Rutherford
Headteacher

Headteacher: Miss S Rutherford Office Manager: Mrs A Turner Chair of Governors: Mr D. Grove
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**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

Re: «forename» «surname», «year/reg»

The school's register shows that «forename» was absent from school on DATE and no reason for this absence has been provided despite attempting to contact you via the schools' absence procedures. Find enclosed a data collection sheet - please amend as appropriate and return it to the school office with this letter.

Please contact the school to provide a reason for your child's absence or return the slip below marked for the attention of NAME. On receipt of this the school will code the absence appropriately however it remains the school's decision whether to authorise this period of absence or not.

If you have already provided an explanation for the absence, please accept our apologies. However for our records, please complete the return slip below.

In accordance with The Education (Pupil Registration) (England) Regulations 2006, where the reason for a pupil's absence cannot be established at the time when the register is taken, that absence shall be recorded as unauthorised.

Yours sincerely

Miss S Rutherford

Enc: Data collection sheet

Child's Name: «forename» «surname»

Class: «year/reg»

Date of absence: **DATE**

Signed: _____ Printed: _____ Parent/Carer: _____

Reason for absence: _____

Headteacher: Miss S Rutherford

Office Manager: Mrs A Turner

Chair of Governors: Mr D. Grove

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Telephone: 02476 364505

Fax: 02476 364581

Email: admin2021@welearn365.com

Date:

Dear

Re: «forename» «surname», «year/reg»

Please find enclosed a copy of your child's Registration certificate. The most recent absence has been unauthorised as no reason has been provided.

In accordance with The Education (Pupil Registration) (England) Regulations 2006, where the reason for a pupil's absence cannot be established at the time when the register is taken, that absence shall be recorded as unauthorised.

If you wish to discuss this please do not hesitate to contact me, alternatively return the attached slip outlining the reason for absence and the school will review the reason supplied and re-code if appropriate.

Yours sincerely

Miss S Rutherford

Enc Registration Certificate

Child's Name:

Class:

Date of absence: DATE

Signed: _____ Printed: _____ Parent/Carer: _____

Reason for absence: _____

Headteacher: Miss S Rutherford Office Manager: Mrs M. Hull Chair of Governors: Mr D. Grove
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CV7 9HN**

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

Date

Dear Parent/Carer of

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»

Your child's attendance at school this year is currently ??%. We have noted that a high number of sessions of absence are recorded as illness or medical appointments. **The Head Teacher may not authorise any future absence for medical reasons unless supported by medical evidence.**

It would be beneficial for you to provide one of the following which may enable the Head Teacher to authorise your child's absence:

- Medical appointment card with one appointment entered
- Letter from a medical professional
- Medical note
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Education Act 1996 Section 444).

If you believe that your child has ongoing or unresolved medical issues you are advised to approach your doctor directly. If you feel a referral to the School Health and Wellbeing service would be of benefit please contact the Head teacher to discuss. If you wish to discuss the contents of this letter or your child's attendance please contact me. If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely

Miss S Rutherford

Enc Registration Certificate

Headteacher: Miss S Rutherford Office Manager: Mrs A Turner Chair of Governors: Mr D. Grove
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Telephone: 02476 364505
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Date

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.

An attendance of 90% is now recognised as Persistently Absence (PA) and equates to an average of one school day missed per fortnight whilst attendance of 80% equates to an average on one day missed per week. As you know to achieve their full potential a student must have regular high attendance and punctuality.

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 Warwickshire County Council Education Entitlement Team.
-

Please be aware this letter is just to inform you your child's attendance is currently stage one at this point, however attendance will be monitored.

%. It **does not** form part of formal

Thank you for your co-operation in this matter,

Yours sincerely

Miss S Rutherford
Head Teacher

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Telephone: 02476 364505
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Dear Parent/Carer of

With reference to the letter dated INSERT DATE. I have reviewed «Forename»'s attendance and as you will see from the enclosed Registration Certificate there has not been a sustained improvement in «his/her»'s attendance which is currently «percentage attendance»%.

The school will continue to monitor «Forename»'s attendance over the next 4 weeks. If there has not been a significant improvement during this time, school will invite you to a meeting to discuss how we can work together to support «Forename» in achieving an improvement.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise (Section 444 of the Education Act 1996)

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 Education Entitlement Team.

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

Yours sincerely

Miss S Rutherford
Head Teacher

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Dear Parent/Carer

Please find enclosed a copy of «forename»'s Registration Certificate. «Forename»'s attendance is currently «percentage attendance»% which has not shown a sustained improvement since our letter dated INSERT DATE and therefore remains a concern.

An appointment has been made for you to discuss your child's attendance concerns on DATE at TIME with myself. Please let school know if this is not convenient and a mutually agreeable appointment will be arranged. If you do not attend the agreed meeting, a target may be set in your absence.

It is the Head Teacher's decision to authorise any absence based on the information provided by parents. I must inform you that further absences may not be authorised unless if evidence is provided. In the case of illness, the school will accept as proof the following: medical appointment card/letter; proof of a prescription (medicine/tablets label/container) showing the date prescribed. In addition to this, a referral to the School Health and Wellbeing service can be completed if you feel that this would be of benefit to your child.

The school would like to remind you that in line with Section 7 of the Education Act 1996, As a Parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise. Failure to do so may result in a referral to the Warwickshire County Council's Education Entitlement Team.

If you require any further clarification regarding school attendance, please read our Attendance Policy which is available on the school's website and if you would like to discuss the reasons for your child's absence please contact me on 02476364505.

Yours sincerely

Miss S Rutherford
Headteacher

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Telephone: 02476 364505
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Dear Parents/Carers,

Re: «forename» «surname», «year/reg»

With reference to our meeting and subsequent letter dated DATE. Unfortunately during the target period «forename» only achieved ??% attendance.

Please find enclosed a copy of «forename»'s Registration Certificate which shows «forename»'s overall attendance for this academic year at «percentage attendance»%.

Despite all efforts made, attendance has not improved since we met/spoke. The school will now discuss this matter with the Warwickshire County Council's Education Entitlement Team.

I would like to remind you that in line with Section 7 of the Education Act 1996. As a Parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise.

The school will continue to monitor «forename»'s attendance and are available to discuss any concerns you may have regarding this process. Please do not hesitate to call me on 02476364505.

Yours sincerely

Miss S Rutherford
Headteacher

Headteacher: Miss S Rutherford

Office Manager: Mrs M. Hull

Chair of Governors: Mr D. Grove

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Telephone: 02476 364505

Fax: 02476 364581

DATE

Dear «salutation»

Re: «forename» «surname», «year/reg»

I am concerned about the number of times «forename»'s has been late for school this academic year. According to our records, «forename» has been late on ?? occasions. Please find enclosed a copy of «forename»'s Registration Certificate and a breakdown of the minute's late report for your information.

When pupils arrive late at school, they miss out on essential teaching and learning at the beginning of the school day. This can reduce achievement, regardless of a pupil's academic ability. Your child may also feel awkward arriving to the classroom where everyone is settled and pupils arriving late can disrupt the entire class.

Being 10 minutes late every day equates to over 30 hours, (approximately 6 days) of learning lost each year.

We would therefore appreciate your support in this matter by ensuring that your child arrives in school before the start of the school day which is at ??. The school will continue to monitor «forename»'s punctuality. Should you have any concerns

regarding your child's punctuality we would advise you make an appointment to discuss this with your child's class teacher or designated member of senior staff.

Yours sincerely

Miss S Rutherford
Headteacher

Headteacher: Miss S Rutherford

Office Manager: Mrs M. Hull

Chair of Governors: Mr D. Grove

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