



ATTENDANCE POLICY

At Wimboldsley Primary School we want the best for every child and understand the importance of working in collaboration with the whole family to achieve this. This document supports this aim, through providing a clear statement of the expectations on all concerned regarding children's attendance at school.

It is very important that children attend school regularly if they are to take full advantage of the educational opportunities available to them. It is one of our aims to encourage good attendance and we fully expect that parents will support us and encourage this also. **Further to this, parents have a duty under the law to ensure that their children attend school.**

The school gate is opened at 8.30am and children can enter classes from this time. Registration closes at 9.00am and any child arriving after this should come through the reception entrance and sign in. They will be marked in the register as late (L) Parents bringing pupils to school after the register has shut (9.00am) should take their child to the school office and explain reasons of lateness to the school secretary. Registers will be taken twice a day in each classroom (am and pm).

Pupils will be marked absent (unauthorised) if they are more than half an hour late, unless school has been notified.

Being late will disrupt a child's and others education, especially if it is a regular occurrence. We ask that parents do their best to teach their children the importance of punctuality by being in school in good time each day.

Lateness = Lost Learning	
*(Figures below are calculated over a school year)	
5 minutes late each day	3.25 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	19.5 days lost!

REPORTING ABSENCES:

Parents should inform school of absence on the first day at the earliest opportunity, either by a phone call, e-mail, personal contact or a letter. These will be recorded and kept in the back of class registers. Should a child be absent when we have not received notification, the school will contact the home of that child on the first day of absence to establish the reason.

The school has an Education Welfare Officer (EWO) who helps parents and the Local Authority (LA) to meet their statutory obligations on school attendance. It is the legal duty of the school to inform the Education Welfare Officer of any child who:

- Fails to attend school regularly and punctually
- Has been absent for ten unauthorised absences or no contact from parent with a valid reason. (Education – pupil registration – Regulations, 1995)

As a further safeguard, school registers are monitored regularly by the EWO, and the Headteacher is consulted over any child whose absence levels are a cause for concern.

CATEGORIES OF ABSENCE:

The school is required by law to record and categorise absence. A description of how absences should be coded in the school register is attached as Appendix A.

- **Illness, medical and dental** appointments are treated as **authorised**. When a child has a high percentage of illness, school may request medical evidence. This could be an appointment card from a doctors receptionist, or copy of a prescription.
- **Family bereavements** - we would naturally respond with sensitivity to requests for leave of absence.
- **Days of religious observance** - such days are usually classified as authorised.

Ultimately Penalty Notices can be issued by the LA to parents whose children are absent from school without authorisation.

We know that the vast majority of families will support our aim to ensure that all children get the very best education possible.

GUIDELINES FOR MARKING SCHOOL REGISTER:

Code	School Meaning	Statistical Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (not Dual reg)	Approved Educational Activity
C	Other authorised circumstances	Authorised Absence
D	Dual registration (attending other estab)	Approved Educational Activity
E	Excluded (no alternative provision made)	Authorised Absence
F	Extended family holiday (agreed)	Authorised Absence
G	Family holiday (not agreed or days in excess)	Unauthorised Absence
H	Annual family holiday (agreed)	Authorised Absence
I	Illness (not med/dental appt)	Authorised Absence
J	Interview	Approved Educational Activity
L	Late (before reg closed)	Present
M	Medical / Dental appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised abs (not covered by other code)	Unauthorised Absence
P	Approved sporting activity	Approved Educational Activity
R	Religious observance	Authorised Absence
S	Study leave	Authorised Absence
T	Traveller absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational visit or trip	Approved Educational Activity
W	Work experience	Approved Educational Activity
X	DfES #: School closed to pupils	Attendance not required
Y	Enforced closure	Attendance not required
!	DfES X: Non-compulsory school age absence	Attendance not required
#	School closed to pupils & staff	Attendance not required
*	DfES Z: Pupil not on roll	Attendance not required
-	All should attend / No mark recorded	No mark