

Attendance Meetings

The school will monitor the attendance of all children and will review any cases where attendance is a concern on a termly basis.

An attendance meeting will be requested if we are concerned about your child's attendance.

This will normally be held with our Pupil & Family Liaison Worker, Kate Walsh. The school's Education Welfare Officer may also be asked to join the meeting. At the meeting, there will be a discussion around any of the issues and a plan will be drawn up to help improve your child's attendance.



Attendance Targets

Schools are no longer required to set and publish attendance targets. Over the last three academic years the school's attendance figure has been around 96%. Whilst this may sound high it translates to approximately 7 days of school missed for every child.

Our target is to secure attendance of at least 96.5% across the school.

Holidays during Term Time

The Education (Pupil Registration) (England) Regulations 2006 were amended in 2013 and the new regulations took effect from 1st September 2013. The amendments make it clear that Headteachers may **not** grant any leave of absence during term time unless there are truly exceptional circumstances.

Requests for holidays or other leave from school will therefore not be authorised unless the circumstances are truly exceptional.

Families requesting holiday will be asked to provide proof of booking. Where a period of sickness precedes or follows a holiday (without a return to school in between) this will only be authorised if the school has clear evidence that it is not part of the holiday.

Penalty Notices

The school will request the Local Authority to impose fixed penalty notices (fines) for families where unauthorised absences exceed ten sessions (five days) in any seventy session (35 days) period.

Fines are currently £60 per parent per pupil (rising to £120 per parent per pupil if the fine is unpaid within a 21 day period).



Attendance Information



'Every Lesson Counts'

October 2017

'High Achievement through Growing and Learning Together'

Respect • Inspire • Believe • Enjoy • Learn • Achieve

Attendance Policy

This leaflet is a summary of the main points in our School Attendance Policy which was agreed by Governors in October 2017. A copy of the full policy is available on the school website.

Good attendance and punctuality gives your child the maximum opportunities for success and helps develop skills for life. At Wheatfield Primary we expect all children to attend school every day that they are fit and well.

We understand that children are often unable to attend school due to illness and would not want any child who was unwell to be in school. Equally, there are times when you may well notice that 'feeling ill' falls on a PE day or at the start of a new term. We would always encourage you to come and speak with us if you feel this is the case.

We hope this leaflet provides useful information about what to do if your child is unable to attend school and how the school will respond if your child is not able to attend or their attendance rates are causing concern.

To view the full policy, please visit the school website:

<http://www.wheatfieldprimary.com/our-school/policies>

Registration

The school opens at 8.45am. Registers are open each day between 8.55am and 9.00am for morning sessions. The afternoon session is registered at 1.15pm for KS1 and 1.30pm for KS2.

Lateness

Any child arriving after 9.00am will be recorded as late. Arrivals after 9.15am will be recorded as an 'unauthorised' absence. If your child is late on a regular basis you will be invited into school to discuss the reasons behind this.

What if my child is unable to attend school?

Please phone the school office before 8.45am on the first day of any absence.

Tel: 01454 868610

The school will contact you if we have not heard from you to check the reason for any absence.

Medical Appointments

Where possible, we ask that medical appointments be made outside of the school day.



When a child is absent from school we will record the absence as authorised or unauthorised.



Authorised Absences

Examples of authorised absences are:

- ✓ Your child is ill and unable to attend
- ✓ A close family bereavement
- ✓ A day to mark a religious observance

Unauthorised Absences

Examples of unauthorised absences are:

- An absence with no explanation
- An absence where the school is dissatisfied with the explanation
- **Unexceptional** special occasions e.g. birthdays
- Late arrival after registration has closed at 9.15am

Broken Weeks

Broken weeks are defined as a week in which one or more sessions of school have been missed. Multiple broken weeks have been found to be damaging to a child's education.

The school will monitor the number of broken weeks for each child and contact you if we are concerned about this aspect of your child's attendance.