

# Warley Primary School Absence Information:



## Authorised absences

Absences which are unavoidable or for which the Headteacher has given consent are known as 'authorised absences' and will be recorded as such. These may occur when a child is ill or where, for example, on the rare occasion there is a particular problem which may necessitate your child being absent. Please let us know about such situations and we will deal with them sympathetically.

Please phone **01277 223008** to report an absence.

## Unauthorised absences

Any absence which is avoidable or is taken without the consent of the Headteacher will be recorded as an 'unauthorised absence'.

Examples of 'unauthorised absence' include but are not limited to:

- Going for a family day out
- Sleeping in after a late night
- A pupil's birthday
- Going shopping or for a hair cut
- Waiting in for a delivery
- Holidays taken during term time
- Any absence where there is no explanation given or where the explanation given is considered unsatisfactory by the Headteacher.

All absences are monitored by the Local Authority's MECES officer and legal action may be taken where absence is irregular, unauthorised and below 90%.

## We will:

- Follow up any unexplained absences by telephone calls and letters as soon as possible.
- Remind parents of the importance of regular attendance and punctuality.
- Acknowledge good attendance.
- Publish your child's attendance level at the end of the academic year.
- Contact you if we have concerns about your child's attendance.
- Seek the advice and support of the MECES officer, who visits the school to review and monitor pupil attendance, if we continue to have concerns.

## Punctuality

- Morning registration is at 8.55am—this is when your child must be in their classroom so he/she needs to be coming through the school gate by 8.50am at the latest.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise school work for the rest of the day.
- Pupils who arrive after the register has closed at 9:15am will be marked as having an **unauthorised absence** in accordance with DCSF guidance.
- We will let you know if we have concerns about your child's punctuality.

Reviewed October 2018