



ATTENDANCE AND REGISTRATION POLICY. **WOOTTON WAWEN CE PRIMARY SCHOOL**

The school's registration periods are from 8.55 - 9.05 a.m. and 1 – 1.05pm (KS1) or 1.15 - 1.20 pm (KS2). It is the class teacher's responsibility to ensure that the registers are completed properly at these times so that an accurate record of attendance is available during each session.

Parents have been asked to inform the school, in writing, where an absence is planned e.g. hospital appointments, holidays etc and such letters should be kept in the back of the register after informing the Head Teacher.

Where a child is absent due to illness, parents have been asked to inform school by telephone in the first instance via the school office and by letter on the child's return. Children returning after an absence should be made to feel welcome and may need a period of resettling.

ATTENDANCE – GUIDELINES FOR PARENTS AT WOOTTON WAWEN CE PRIMARY

Schools are required by law to take an attendance register twice a day which shows whether any absence is authorised or not. Authorised absence is where the head teacher has approved the absence, either before or afterwards.

All other absences are unauthorised. The law is clear that it is schools, not parents, that authorise absence. You should write to the school to ask permission for an absence or to explain one that has already taken place.

When the school must authorise absence

The school **must** authorise your child's absence for the following:

- 1) **sickness** – you **MUST** ring or send a letter to the school to explain sickness absence. We have an absence line on our school telephone 01564 792574
- 2) **Where school transport is unavailable**, e.g. because a road is impassable
- 3) **Days exclusively set apart for religious observance**
- 4) **Any other 'unavoidable cause'** (which means unavoidable individual circumstances, e.g. flight delays from abroad or a '*catastrophic event*' at the child's home).

Sickness

Some cases can be quite complicated and the school will need full information to decide how it should treat the absence. If, for example, your child has a mental health problem such as depression or school phobia or a long-term condition such as chronic fatigue syndrome (sometimes called ME) you should send a letter from your doctor to show your child was too ill or distressed to attend school. Your child may need to see a specialist to show the absence is genuine. Keep a note of any appointments you have made and what the specialist said.

Absence that is not authorised by the school

Until September 2013 the government guidelines allowed head teachers to grant leave of absence for the purpose of a holiday during term time in **special circumstances** of up to **ten school days** leave per school year.

Guidance now makes it clear that head teachers shall not grant **any** leave of absence unless they consider that there are **exceptional circumstances**.

At Wootton Wawen exceptional circumstances will be interpreted as:

"...being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time."

It is therefore highly unlikely that any holiday taken in term time will be authorised by our school.

Our school **will** consider each application on a case by case basis and on its own merits. If you think you have exceptional circumstances please contact the school before you intend to ask for the leave, talk to the school without delay and before arrangements are entered into or money committed. (It is suggested this should be at least 6 weeks prior to a holiday or visit in term time). Please enclose a letter with your form explaining why you intend to ask for leave.

If you let your child stay off school without permission, you will be breaking the law and might be fined and/or taken to court by the local authority.

Attendance is monitored by the Senior Leadership Team every 4 weeks and they look for any patterns of absence that might affect the child's education.

School records

You have a right to a copy of your child's school record which includes a record of your child's absence. This is important because it will tell you which absences have been allowed by the school. Write to the governors for this. They must provide the record within 15 school days of receipt of your letter.

Please work with the school to ensure that your child has as little disruption to their education as possible. Thank you for your continued co-operation.

Where a period or pattern of absence gives rise to concern, this should be expressed to the ACE via the Head Teacher in the first instance. Any subsequent Attendance forms must be kept up to date by the Class Teacher. Good timekeeping is to be encouraged. Persistent lateness is a habit we discourage. Both pupils and their parents should be reminded of the importance of punctuality.

Each year in June, the record of unauthorised absences for the academic year are included in the school report. The school has an attendance target of 97% and persistent absence target of 3.5%

Every four weeks, your child's attendance is monitored and these records reviewed termly. The following actions are taken.

100% attendance celebrated

97% school target

95%-97% school average no action required

90% - 95 % monitor attendance closely in school

85% - 90 % below average-letter home to raise awareness

Below 85%- well below average-letter home, meeting to discuss strategies and support to improve attendance.

Children with this level of attendance are at risk of becoming a persistent absentee and falling behind in their work.

COMPLETION OF REGISTERS AT THE START OF MORNING AND AFTERNOON SCHOOL.

<u>CODE</u>	<u>DESCRIPTION</u>
/	Present a.m.
\	Present p.m.
L	Absent at registration and arrived after 9.15 a.m..

AUTHORISED ABSENCE (ZERO WITH APPROPRIATE CODE WITHIN IT)

C	Other circumstances (bereavement, caring for sick or disabled family member - young carer, agreed special occasions, public performances)
E	Excluded - e.g. formal fixed term or permanent
H	Family holiday (for which leave has been granted) Should not be in excess of 10 school days in an academic year or approved extended absence) See LEA Extended Leave Policy
I	Attending interview, e.g. with prospective employer or with another educational establishment.
M	Medical and dental appointments, confirmed illness - confirmation from parents or production of appointment card or medical certificate.
R	Day of religious observance for the religious body to which parents belong.
S	Study leave - should not exceed a maximum of 15 school days in Year 11
T	Traveller child in process of travelling

APPROVED EDUCATIONAL ACTIVITY (CODE LETTER ONLY, NO ZERO)

B	Pupil attending another institution under a formalised dual registration arrangement e.g. College placement, PRU's
P	Approved sporting activity (participation in/attendance at)
V	Educational visit or trip (UK/Overseas)
W	Approved work experience - under Section 560 Education Act, 1996
Z	Not in use in Bradford LEA. Code B to be used as substitute at the moment.

UNAUTHORISED ABSENCE

O	Unauthorised absence - no explanation received or unacceptable reason given.
O	Late (after registration closes) for manual registers.

