



Weddington Primary School Attendance and Punctuality Policy

Date: 10.09.24

Review Date: October 2025



Introduction

Weddington Primary School Attendance Policy takes into account the guidance set out in the DFE Document 'Working together to improve school attendance' for maintained schools, academies, independent schools and local authorities May 2022.

At Weddington, we believe the foundations of securing good attendance begins by ensuring our school creates a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn.

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Weddington fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school via our school website or available from reception for those without access to the internet.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

If there are circumstances which affect a pupil's attendance, we will investigate, identify and strive, in partnership with parents and pupils, to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times. Our policy will apply consistently and fairly, whilst sensitively considering the individual needs of our pupils, their families and specific barriers to good attendance.

Our whole school attendance target is 95%

Named personnel with responsibility for attendance can be contacted via the office at
admin2632@welearn365.com

| | | | | | |
|---------------|-------------|-----|---------------------|---|--------------------|
| Academic Year | Headteacher | DHT | Attendance Champion | Pastoral Support Worker for Children & Families | Chair of Governors |
|---------------|-------------|-----|---------------------|---|--------------------|



Mindfulness Perseverance Respect Reflection Truth Aspiration Inspiration

| | | | | | |
|-------------|----------|--------------|--------------|--------------------------------------|---------------------------------------|
| 2023 – 2024 | Mr Patel | Mrs Darlison | Mrs Darlison | Jodie Molineaux Eleanor Tomlinson | Gwyn Evans Evans.g4@welearn365.com |
|-------------|----------|--------------|--------------|--------------------------------------|---------------------------------------|

Policy aims/objectives:

- to encourage full attendance and punctuality
- to raise awareness of the importance of good attendance and punctuality with pupils and parents/carers
- to achieve a minimum attendance figure of 95% for all pupils
- to value and reward good or improving attendance and/or punctuality
- to work in partnership with parents/carers to identify poor attendance and support families to improve this
- to outline clear and robust systems and approaches to attendance

Responsibilities

The Headteacher is responsible for:

- overall monitoring of school attendance
- ensuring staff are updated or trained in line with the latest policy and practice
- meeting with families, as outlined in the procedures in this document, where, despite additional support from school, attendance still remains a concern
- holding regular meetings with the Pastoral Support Worker for Children & Families (PSWCF) and the Senior Leadership Team (SLT) to discuss attendance and monitor the procedures in place. This must include analysis of attendance data for specific pupil groups, such as those on the SEND register or pupils with a social worker.
- discussing attendance concerns related to pupils with a social worker, with the social worker or other relevant agency
- To carryout duties that will support the families and children in anyway to increase any attendance or lates

Local authority Roles and responsibilities:

- If the reason for the pupil absence is a support need which is outside of the school's control, the starting point to consider whether support through the Early Help Pathway is most appropriate.
- WCC will offer support and guidance on how multi-agency partners can work together to provide intensive voluntary and/or formal support for individual pupils/families
- Provide a named point of contact from WCC's Attendance Service for each school's Senior Attendance Champion, who can support with pupil attendance and queries and advice, identify, discuss and signpost or provide access to services for pupils who are identified as persistently or severely absent or at risk of becoming so.
- Support with ensuring that every pupil identified as severely absent has an agreed approach/plan.
- Where attendance is not improving and school support and other agency support has been exhausted, is not working or there is evidence of a lack of parental engagement, additional support can be provided

through the Targeted Attendance Support Pathway,



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taking forward formulised support and legal interventions where appropriate.

- Facilitate attendance network meetings, this is an opportunity for school staff to share practice and receive the latest national and local attendance updates. The frequency of these meetings will be dictated by demand.
- Track local attendance data to prioritise support and unblock any wide attendance barriers where they impact numerous schools.
- Provide advice and guidance about the importance of attendance to those services supporting pupils with a social worker, previously looked after and pupils with a medical condition or SEND.
- The virtual school will monitor the attendance of children with a social worker.
- Make attendance a key focus for front-line services at WCC.
- Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.

The Pastoral Support Worker for Children & Families and the Senior Leadership Team are responsible for:

- monitoring and rewarding class attendance weekly
- analysing attendance figures to identify patterns of persistence absence or other absence causing concern
- supporting parents to identify barriers to their child having good attendance and working with families to improve attendance
- meeting with parents/carers of children on an 'Individual Attendance Plan'
- generating attendance certificates/rewards for pupils
- ensuring the attendance procedures, outlined in the flowchart within this policy, are adhered to
- communicating to parents (usually via letter) when attendance becomes a concern, then reporting these concerns to the headteacher
- suggesting intervention/support for the parents/carers and/or children to support with improving attendance
- referring to outside agencies for support where needed
- contacting parents when their child is late to offer support and to understand the reasons why
- depending on the circumstances, contacting parents when their child is absent will be done to support the families and the child

The SENDCO is responsible for:

- having an overview of attendance of pupils on the SEND register and being aware of those SEND pupils with attendance issues
- meeting with the SLT/Headteacher when meetings are arranged to discuss whole school pupil attendance
- supporting the Pastoral Support Worker for Children & Families to identify potential outside agencies or intervention which could be utilised to support families to improve their child's attendance

The School Office Team are responsible for:

- collating and recording accurate attendance information



- taking and recording messages from parents regarding

pupil absence, including the checking of the 'MyEd' inbox

- ensuring parents/carers signing their children in 'late' do this correctly on the 'Inventry' system. This includes monitoring the reasons parents give for lateness, and chasing up any where the reason is not clear
- contacting home on the **first day** of absence if no reason for absence is received, through verbal or written communication (phone call or MyEd message), once registers have all been checked by 10.30am

Class Teachers are responsible for:

- completing class registers twice daily, ensuring they are completed fully and accurately
- informing a member of the SLT or the Pastoral Support Worker where there are concerns about attendance
- discussing any attendance or punctuality issues at parent/carer consultations
- praising good attendance and encouraging it regularly
- supporting children, where possible, to 'catch up' on any missed learning on their return to school

Parents/carers are responsible for:

- ensuring their child attends school regularly and punctually unless prevented from doing so by illness, attendance at a medical appointment or other authorised circumstances
- contacting the school office to report absence, either by telephone or via the MyEd App
- informing the school of any unavoidable, pre-planned medical appointments in school time - for the appointment to be authorised, we need evidence of this appointment (e.g. appointment card/letter/text message)
- not making requests for absence in term time
- Talking to the school as soon as possible about any issues at home, which may impact on school attendance or punctuality, so that issues can be quickly identified and support can be put in place

Categories of Absence

There are two categories of absence:-

- (i) Authorised (approved)
- (ii) Unauthorised (not approved)

Only the Headteacher can approve absence.

i) Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent.

Only the headteacher can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

(ii) Unauthorised Absence

All other
(including
lateness)



absences
persistent
constitute

unauthorised absence.

When completing the register, the school will record the relevant category of absence. Where the school is unsure of the category of absence, the Headteacher will decide on the evidence provided, their decision will be made after referring to the latest government guidance.

Codes are used on the registers to inform reason for absence as follows:

| | | |
|--|--|---|
| B- Attending any other approved education actives | C- Other authorised circumstances | C1- Leave of Absence – regulated performance |
| C2- Part-time timetable | D- Dual registration | E- Suspended or excluded without alternative provision |
| G- Family holiday (not agreed) | I – Illness | J1- Leave of absence – Interview |
| K- attending alternative provision arranged | L- late (before registers close) | M- Medical/ Dental appointment |
| N- no reason yet provided for absence | O- Absent in other or unknown circumstances | P- Participating in a sporting activity |
| Q- unable to attend – lack of arrangement | R- Religious observance | S- Study leave for public examination |
| T- Travelling with parent for occupational purposes | U- Late (after registers closed) | V- attending an educational visit or trip |
| W- attending work experience | X- not required to attend – non-compulsory school age | Y1- unable to attend – normal transport not available |
| Y2- Unable to attend -widespread travel disruption | Y3 – Unable to attend – unavoidable partial closure | Y4- Unable to attend – unavoidable full closure |
| Y5- unable to attend – criminal justice detention | Y6- public health guidance/ law | Y7- unable to attend – unavoidable other that Y1-Y6 |
| 7 - -illness due to Covid-19 | 8- Self-isolating due to Covid-19 | 9- Shielding due to Covid-19 |

Attendance

Weddington Primary School is required to make an Attendance Return where a pupil is absent for 10 days and reasons are not known/ or coded as unauthorised (G,N,O and/ or U). This does not replace the requirement to refer where schools believe a child meets the criteria of 'Children missing in Education'

Absence

Parents/Carers must contact the school on the first day of their child's absence and give accurate details of the reason for absence and the anticipated day of return. This can be done by calling the school office, or by sending an absence notification message via MyEd.

Where we have

not for a the school contacts to child is not



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received reasons child's absence, will call the child's ascertain why the in school. This will

be done as 'first day contact' once the registers have been checked by the office staff, ensuring that any unexplained absence on the register is followed up and parents/carers are contacted.

Any absences which are not explained will be followed up within 5 working days, ensuring the correct code is inputted. This will be via a telephone call or a reply slip sent out to parents once the child has returned to school. The school will contact or make a home visit if there are any concerns.

Part-Time Timetable

In exceptional circumstances, where it is in the pupil's best interest, there may be a need for a temporary part-time timetable to meet their individual needs. Where schools have placed a pupil onto a Part-time Timetable. It is the duty of Mr M Patel to notify the Local Authority.

Lateness

Excellent punctuality is an expectation. Repeated absence at the beginning of a school session can amount to failure to attend regularly for the purpose of the 1996 Education Act. At Weddington, we seek to improve punctuality and the attitudes of families where children are persistently late by:

- informing parents/carers of our expectations
- signposting parents/carers to our independently run breakfast club, where necessary
- praising persistent latecomers where punctuality improves
- utilising charts, stickers or other motivations to monitor and reward punctuality
- offering support, where appropriate, from our Pastoral Support Worker for Children and Families or a member of the SLT, possibly through an 'Attendance Improvement Plan' focussing on arriving on time to school
- actively discouraging lateness, although sensitivity will be appropriate in some circumstances

Once the registers close at 8.45am, pupils will be recorded as 'L' for Late. The external doors will close at 8.45. After this time, the only way to enter school is through the school office. Any pupil coming in this way, will be marked as having an 'Late - after registers close' mark for the morning (attendance code L). Any pupils arriving after 9.10am will be given a late mark(after registers closed – a U mark) unless proof of an authorised circumstance has been provided (such as a medical appointment).

The afternoon register must be completed by the class teacher at the start of the afternoon session. Where there are persistent late marks, parents/carers will be contacted by a member of SLT or our Pastoral Support Worker to advise them of our concerns and provide opportunities for support to improve punctuality.

The lateness procedure is as follows:

- Lateness data will be kept by the office and Pastoral Team and may be passed to the relevant senior member of staff or safeguarding person if lateness exceeds 10%.
- If a child is late due to a medical appointment, they will need to bring a written note from the medical professional they were meeting with. Without this note, the school is unable to mark the absence as authorised.
- If a child is late more than six times in one half term, a standard letter will be sent to the parents of the child raising the school's concern and giving the parent(s) an opportunity to seek advice and support in resolving the issue, (please see Appendix A for an example of this letter).



**Parental
request for
authorised**

absence from school

- Only the Headteacher can authorise leave of absence in exceptional circumstances. Leave is unlikely to be granted for the purposes of a family holiday.
- Any parent taking their child out of school in term time, for an unauthorised absence, may be liable for a fixed penalty notice.
- If parents have to apply for holiday leave, they should do so before booking transport and accommodation to avoid disappointment. The regulations do not allow schools to give retrospective approval. If parents/carers do not apply for leave of absence in advance, the absence must be recorded as unauthorised.
- School has strict criteria which they must follow when deciding when to authorise a leave of absence (the legislation can be viewed on the Department for Education's website at www.education.gov.uk)
- If your application does not meet the criteria, the Headteacher will let you know that your holiday cannot be authorised. Leave of absences which are unauthorised should not be taken. If they do so, parents are committing an offence and, in certain cases, may be subject to a Fixed Penalty Notice or prosecution.
- The Warwickshire Attendance Service has the authority to consider issuing fixed penalty notices for leave of absence in line with Warwickshire County Council's 'Non-School Attendance and Penalty Notices Code of Conduct'. A copy of this can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>.
- The form to complete, in order to request a leave of absence, can be found at the end of this policy or obtained from the school office.

Home visits

Home visits are carried out to ensure that good safeguarding practice is being upheld by the school. It is to ensure that the child is safe and secure in their home setting and to help support the family if there are any concerns. The home visits are carried out when a child is absent for a period of time or if there is a well-being/ safeguarding concern with the child and their family.

- Home visits are to be approved via the Headteacher/ Deputy Headteacher before being undertaken by Pastoral team.
- A home visit will be carried out on the third day of consecutive absence under normal circumstances.
- A home visit will be carried out on the first day of absence if a child is on a Child in Need or Child Protection plan. A home visit can also be carried out if there is a safeguarding concern.
- Staff members must record on 'Inventory' that they are undertaking a home visit.
- The office staff, Headteacher/ Deputy must be aware of which pupil(s) are being visited and an approximate time of arrival back into school.
- Home visits are to be carried out by two members of staff. In the event of one member of SLT not able to go then a member of SLT should accompany.
- Calling cards must be completed, this is to prove that the visit has taken place.
- During the visit, if a member of staff is invited into the home by a responsible adult it is the staff members decision whether they enter the home or not. This is by a case by case basis.
- If the members of staff carrying out the visit believe that the child is in danger, it is their responsibility to call 999 or make the appropriate referrals once back in school premises.
- The

office staff,
 Headteacher/
 Deputy
 Headteacher will



follow the correct procedures if the members of staff are not back in school by the estimated of time arrival.

- A school phone with a tracker should be issued by the office when visits are being undertaken.
- The members of staff undertaking the visit need to contact the school if they going to be out of school on a visit longer than originally planned.
- Once the members of staff have arrived back onto the school premises it is their responsibility to record the visit with all appropriate details.

- **Each application for Leave of Absence will be considered on a case-by-case basis.**

- The law states that a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.
- **Leave of absence expectations:**
- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person)
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the Leave of Absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of leave.
- The school can only consider applications for Leave of Absence which are made by the resident parent, i.e the parent with whom the child normally resides.
- Where applications for Leave of Absence are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an 'unauthorised' absence. Where a leave of absence is requested but additional days take either prior or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as "unauthorised".
- All matters of unauthorised absence relating to a Leave of Absence will be referred to Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative or prosecution proceedings.
- Where a Penalty Notice 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 prosecution proceedings under S444 of Education Act 1996.



Leave of Absence taken in the Academic Year 2024-25

The law relating to penalty notices changed with effect from 19th August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

Penalty notices are issued to each parent of each absent child (for example 2 children and 2 parents means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty notice will not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 Education Act 1996.

Re-integration after long term absences

Following a long period of absence, a child may need to have a phased or gradual return to school. We will consider each child on a case-by-case basis. All children will be welcomed back in to school and will be supported to understand where they can go to for help and support. In the instance of long-term absenteeism, parents/carers will be involved in determining the length and structure of the phased or gradual return to school. Weddington Primary School is now required to make a sickness absence return to the LA. If a pupil is recorded in the attendance register as absent using an I code (unable to attend because of sickness/ ill health) and there are reasonable ground to believe the pupil will have to miss 15 consecutive school days or more for illness, because of illness (whether consecutive or cumulative) will reach or exceed 15 school days. Only one Sickness Return is required.

Warwickshire Attendance Service (WAS)

At Weddington Primary School, we wish to work with families to ensure that any problems are resolved without involving outside agencies. We will liaise closely with the Warwickshire Attendance Service and follow their approaches in managing attendance issues. Where appropriate, WAS may be used to escalate proceedings and instigate legal processes. Such referrals will be made as a last resort where all other intervention has failed to improve a child's attendance.

Children Missing Education (CME)

Warwickshire County Council has a legal duty to identify children missing in Education and to make sure they return to education wherever possible. As a Warwickshire school, Weddington Primary must:

- notify the local authority when a child is to be removed from the school admissions register
- work jointly with the local authority to establish the whereabouts of a child before removing them from the school admissions register
- notify the local authority within 5 days of adding a child's name to the admissions register at a non-standard transition point

If the school has a concern that a child is missing education, the headteacher will make a referral to the CME officer.



Monitoring Attendance

We monitor attendance closely at Weddington primary school, as early intervention is essential when tackling issues relating to poor attendance and punctuality. The responsibilities set out earlier in this document outline who is responsible for monitoring attendance data across the school.

The office staff ensure that attendance is recorded accurately on our registers and SIMS (Weddington's School Information Management System).

Our Pastoral Support Worker for Children and Families monitors attendance data weekly with the use of SIMS and then presented via an Excel spreadsheet. This will be carried out at class level, and at individual pupil levels where concerns have been raised. This is then linked in to the use of Attendance Improvement Plans which will be stored electronically by the pastoral team, shared weekly with the Headteacher and Deputy Headteacher.

We follow a traffic light system; the purpose of the colour coding is to help parents/carers understand our expectations of attendance. This traffic light system is outlined in the flowchart at the end of this document.

Red Zone = attendance under 94%. Pupils in this zone are more likely to experience difficulties at school, academic underachievement and issues with friendships. If a child is in the red zone for two weeks, then this would constitute a face to face meeting with the Headteacher/Deputy Headteacher and a member of Pastoral team. The child's attendance will be monitored closely after the meeting has taken place for four weeks to ensure that improvement with the child's attendance is being actioned by the parent/ carers. This will help us to further explore barriers to good attendance, document strategies we have put into place, and help with referrals to outside agencies where appropriate. Parent contracts may be established (as detailed in 'Working Together to Improve School Attendance - May 2022'). Failure to improve may lead to legal action being taken.

Y6

Amber Zone = attendance between 95 – 97%. Attendance levels at this stage are still a concern, as pupils are more likely to underachieve. If a pupil is in this attendance is between 95%-97% then this would constitute a phone call home. The telephone call must include the child's current attendance level. Early Help and other interventions can be offered if this is appropriate to prevent the child's attendance falling into the red zone. Internal targets are to be set to further monitoring, this has to show a considerable increase in their attendance level over a significant amount of time. Failure to improve will result in the parent/carer being supported through use of an 'Attendance Improvement Plan'.

Attendance above 97% = the green zone. Attendance is at an acceptable level.

Promoting good attendance

At Weddington, we recognise and reward good or improving attendance, as demonstrated in our attendance flowchart within this policy. Rewards and recognition to incentivise good attendance may include:

- Weekly class attendance awards
- Certificates
- Trophy / attendance bear class rewards
- Attendance stickers
- Letters or phone calls home
- Praise on the weekly school newsletters
- Prizes



Leave of Absence

The regulations regarding Leave of Absence (The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.) advise:

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

Expectations

- 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.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance.
- When making an application for Leave of Absence in advance parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilonattendance>)



- **It is important to note**, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 each child if paid within 21 days).
- 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 prosecution proceedings under S444 of Education Act 1996.

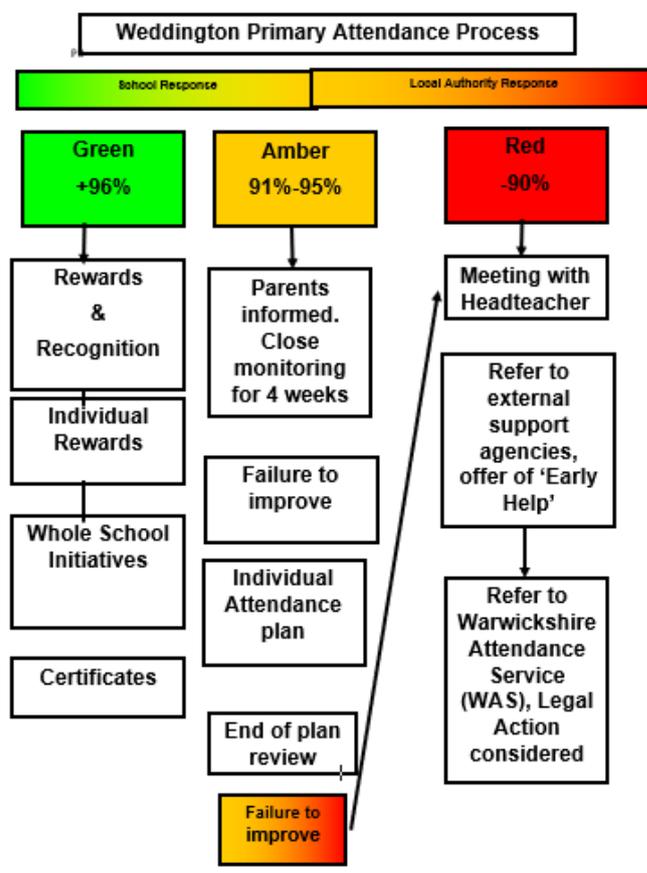
Religious observance:

Parents should fill the leave of request form from the school office prior to the day being requested. If this form is not completed, this will be classed as an unauthorised absence. For families wishing to request a day for religious observance or religious festival, the school will agree for one day authorised absence. If families are requesting more, then this will be classed as unauthorised but will not be fined.

Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.

Contacts

www.direct.gov.uk School attendance, absence and your child



www.education.gov.uk/schools/pupilsupport Behaviour and attendance - parental responsibility



Every child Every chance Every day

Weddington's vision is for all to thrive. 'Weddy' graduates will venture into the wider world as curious, courageous and confident individuals, who are equipped with the tools for continued success

www.familylives.org.uk Truancy Helpline: 0808 800 2222

<https://www.warwickshire.gov.uk/school-attendance-exclusions/school-attendance-guidance-parentscarers/4>

- Warwickshire Local attendance support for parents/carers



Plan number:

Weddington Primary School Individual Attendance Plan

| Name: | Class: | DOB: |
|-------|--------|------|
| | | |

| Date of meeting: | In attendance |
|------------------|---------------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

| Attendance Zone | Less than 94% | 94% - 97% | 97% - 100% |
|-----------------|---------------|-----------|------------|
| Review 1 | | | |
| Review 2 | | | |
| Review 3 | | | |

| Historic Attendance | | | | | | |
|---------------------|----|----|----|----|----|----|
| R | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
| | | | | | | |

What are the reasons for absence? (please tick)

| | | | |
|--|--|-----------------------|--|
| Illness (child) | | Ongoing medical issue | |
| Parent Mental Health | | Transport issues | |
| Parent having difficulties getting child to school | | Pupil Mental Health | |
| Behaviour / exclusions | | No Reason Provided | |
| Peer/Relationship Issues | | Parent illness | |
| Other: | | | |

What actions have been taken? (please tick)



| | | | |
|-------------------------------------|--|--|--|
| Amber attendance letter | | Curriculum/timetable changes | |
| Child view conversations | | Discussion with Class Teacher | |
| Telephone calls home | | Rewards & Recognition | |
| Meeting with parent/carer | | Early Help | |
| Thrive | | External agency support (please specify) | |
| Previous Individual Attendance Plan | | | |
| Legal Action | | | |
| Family Information Service | | | |

Other:

Information shared / notes from meeting

Actions



**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN
 EXCEPTIONAL CIRCUMSTANCES ONLY**

Important Information for Parents/Carers

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 only allow Head Teacher to authorise leave of absence (for any purpose) in **exceptional circumstances**
- **If** the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed
- If Leave of Absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- This form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered
- Please complete a Leave of Absence form for each child
- Failure to make a request for a Leave of absence in advance will result in the absence being recorded as unauthorised

*Please note: **Parents do not have any legal entitlement to take their child on holiday during term time.***

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: _____ Form Group: _____

First Date of Proposed Absence: _____ Last date of Proposed Absence: _____

Expected date of return to school: _____

Reason for Proposed Absence – please provide reasons to support the application including evidence (*they can only be exceptional circumstances*) (see overleaf before completing)

.....



Total Days
This Occasion



Mindfulness Perseverance Respect Reflection Truth Aspiration Inspiration

Requested On

have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.

- Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.

Parents:

1. The application must be made in advance by the parent(s) that the child normally resides with.
2. Any leave of absences taken which have not been requested in advance will recorded as unauthorised.
3. Parents can be issued with a Fixed [Penalty Notice or prosecuted](#) for unauthorised absence including holidays.

We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.

Appendix A – Sample Late letter – First letter

Dear Parent/Carer,

We are concerned about your child's punctuality. In the current half term, Child's name has now been late on X occasions without any written explanation of an unavoidable reason.

In our view, the good habit of arriving on time for lessons is something that fosters a sense of responsibility, and avoids any disruption to the class. Persistent lateness can lead to a significant loss in learning time. As you will be aware, from our school policy, children should arrive in the classroom to start the lesson for 8.45am. If they arrive after 8.45am, they are late.

We are aware that circumstances beyond your control can, on occasion contribute to lateness - for example roadworks or extreme weather conditions, exceptional personal circumstances, and allowance is made for these eventualities.

If there is some ongoing difficulty with arriving punctually, please let us know how we might help you.

Should your child continue to arrive late to school on a further 3 or more occasions then you will be required to attend for a meeting with the school to discuss how we can work together to support your child's learning.

Yours sincerely,



Dear Parent's name,

We have previously sent you a letter regarding your child's punctuality. We have observed that your child is still continuing to come into school late. In accordance with our Attendance and Lateness Policy, I would like to invite you to make an appointment so that we can talk further to remedying this.

Please can you meet with the school on:

The good habit of arriving on time for lessons is something that fosters a sense of responsibility, and avoids any disruption to the class and your child's learning. As you will be aware from our School policy, children should arrive in the classroom to start the lesson for 8.45am. If they arrive after 8.45 am, they are late.

We are aware that circumstances beyond your control can, on occasion, contribute to lateness - for example roadworks, extreme weather conditions or exceptional personal circumstances - and of course, allowance is made for these eventualities.

If there is some ongoing difficulty with arriving punctually, please let us know how we might help you.

Yours sincerely,

Sample letter C:

Dear Parent's Name,

Your child, NAME, was absent from school on DATE. Please can you write to us to explain the reason for NAME's absence?

If it was due to a medical appointment, please bring in written confirmation of this from the medical professional, or an appointment card. Without this, we are unable to authorise the absence.

Yours sincerely,



Letter Sample D:

Dear Parent's name,

Your child, NAME, has a school attendance of below 95%. As such, we are writing to remind you of how important it is for NAME to attend school to make the most of the education we offer.

We promote good attendance at our school so that NAME has as much opportunity to learn, serving them best both now and in the future. If NAME's attendance falls below 90% then we may invite you in for a meeting to discuss with your child's teacher and a member of the Welfare Group.

Yours sincerely,

Letter Sample E:

Well done [name] for improving their attendance!

I'm writing to you to let you know that [name] has done a great job of improving their attendance rate. Since [date], their attendance rate has improved from [percentage] to [percentage].

Well done to [name] and to you at home for your support.

Yours sincerely,

