

WHARTON PRIMARY SCHOOL



ATTENDANCE INFORMATION AND ADVICE TO PARENTS AND CARERS

WHY IS ATTENDANCE IMPORTANT?

Attending school regularly is important to your child's future.

School attendance and absence: the law

By law, all children of compulsory school age (five to 16) must receive a suitable full-time education. As their parent/carer you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a Penalty Notice fine or risk being prosecuted.

Penalty Notices are issued for a range of situations where unauthorised absence occurs:

- Parents condoning long periods of absence.
- Persistent absence which results in attendance falling to 93% or below.
- Holidays in term time.
- Persistent late arrival – after the register has closed.

(Our register closes at 9.30am. Any pupil arriving after this time will receive an unauthorised attendance.)

Our Learning Mentor meets regularly with our Educational Welfare Support worker, Nick Townley, to discuss attendance concerns. They would rather work with parents/carers to improve attendance and punctuality without having to resort to any enforcement action. However in extreme cases the school are left with no option other than to pursue this matter through the legal system.

Children who miss school regularly can fall behind with their work.

Missing school can seriously affect a child's longer-term life opportunities.

Good attendance shows reliability.

Poor attendance can leave a child vulnerable to anti-social behaviour.

Poor attendance can leave a child feeling excluded.

'Regular school attendance is an important part of giving your child the best possible start in life.'

Wharton Primary School

Rothwell Lane,

Little Hulton

Manchester. M38 9XA

Telephone number: 0161 790 4473

Headteacher - Mrs Helen Watson

Attendance information:

School starts at 8.55 am. If your child arrives after this time you must sign them in late at the school office.

- **What should I do if my child is absent from school?**

When your child is absent you should contact the school at the earliest time on the 1st day of absence. If your child is off longer than expected please try to keep the school informed. If school are not notified of your child's absence they will receive an unauthorised mark.

- **What is First Day Response?**

First Day Response is run by our Learning Mentor. We go through the registers on a daily basis. If a child is absent and the parent hasn't informed the school our Mentor will try to contact you by phone to find out the reason for this absence. If attendance has been highlighted as a cause for concern they may make a home visit. **(It is important that we always have up to date contact details.)**

- **Can I take my child out for medical appointments during the school day?**

Medical appointments should be made after school or during school holidays. However we appreciate that this is not always possible. In this circumstance please inform the class teacher of time /date of the appointment. An appointment card will need to be shown to allow the school to authorise this absence.

- **Can I take my child on holiday during term time?**

New legislation was brought in by the Department for Education, on 1st September 2013 stating holidays will no longer be authorised during the school term.

Taking your child on a term time holiday may result in a Penalty Notice fine which if not paid will lead to prosecution.

If you are taking a holiday during term time please fill in a request for term time absence form at the office.

- **How can I support attendance at school?**

Talk to your child about the importance of good attendance and punctuality. Take an interest in their day, ask them about school work. Discuss any problems they may have and talk to the school about them. Don't let them stay off for minor ailments.

- **What can I do if I feel my child has a problem with attending school?**

Contact the school and speak to a member of staff about the problem. You can speak directly to the Class Teacher or Learning Mentor or make an appointment to speak to the Head Teacher. Early intervention and parental support are key factors in resolving attendance issues.

HOW DO WE PROMOTE GOOD ATTENDANCE AT WHARTON?

Attendance is a priority here at Wharton and staff are engaged in promoting good attendance and punctuality through a variety of initiatives:

- First Day Response.
- Staff use class discussions to promote good attendance.
- Whole school assemblies where attendance is addressed and celebrated on a weekly basis.
- Display board within the school showing how each class has done.
- 1:1 and small group work is done with children to improve their attendance and punctuality.
- Attendance updates in school newsletters.
- Home visits and parental meetings to promote good attendance.
- Termly attendance rewards.
- Yearly attendance prizes for 100% attendance.