

Attendance Handbook



Is your child an
Attendance HERO?

Here

Everyday

Ready

On time

Our parents' guide to Attendance
at Wynndale Primary School

Attendance and punctuality matter. Every day counts!

The Importance of Good Attendance

Here at Wynndale Primary School, we promote the view that regular attendance is of the highest importance, in ensuring the best possible learning outcomes for all of our children.

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school learning better to cope with
- Regular attenders have an easier transition between key points in their education

Our attendance thresholds are as follows:

96% and Above	<i>Excellent Attendance.</i> Less than 6 days absence a year: Pupils with this attendance should achieve the best outcomes they can, leading to the best possible start in their secondary education. <u>96% is our current school attendance target, although this is reviewed regularly by the Department for Education (DfE).</u>
94% - 96%	<i>Cause for Concern.</i> Approximately 2—3 weeks absence in a school year. This means half a year of school is lost over the course of a child's school career. Pupils with this attendance are below the National Average and are less likely to achieve their targets and less likely to be prepared for starting secondary education.
Below 93%	<i>Too Low!</i> Pupils with this attendance are missing approximately a month of school per year and are likely to fall behind in Maths and English; it will be very difficult for them to achieve their best. It means that a child will miss a whole year of school if this rate continues across their whole school career. Parents of pupils with this level of attendance could be issued with a Penalty Notice.
90% or less	<i>Persistent Absence</i> Children with attendance of 90% or below are missing 4 weeks of school a year. It will be almost impossible for them to keep up with their peer group and achieve their best. Parents of pupils with this level of attendance may be issued with a Penalty Notice.

The Importance of Good Attendance

Why should your child be at school?

Apart from developing skills, knowledge and friendships in a rich learning environment, there is an expectation from the school that when children become part of our school community, they will attend regularly.

From the term after a child is five years old, there is a statutory requirement for him/her to receive full-time education.

When should your child be at school?

Every day during school term time, except for INSET days, illness or authorised absence.

When should your child be absent from school?

If your child is unwell, if your child has not had a clear 48 hour gap from the last bout of sickness or diarrhoea or if your child has been granted written authorised leave from school.

Parents/carers should contact the school on the first day of illness, to let the office staff know that their child will not be at school.

If the school does not receive notification of the child's absence, a member of the office staff will telephone the parent/carer on the first day of absence for an explanation.

Unauthorised absence during term time

Any absence which is not considered exceptional by the Head will be unauthorised.

We have the right to consider whether to accept the parents/carers position with regard to medical absence as there are occasions when parents report parentally condoned absence to the school as medical absence. If the school has concerns that the illness may not either be genuine or warrant the amount of absence accruing, the school may ask the parent to substantiate the illness by asking to see additional evidence such as an appointment card or medical certificate. It is at the discretion of the Headteacher whether to authorise absence and they can refuse to authorise absence if, after considering all the available information, they believe that the pupil's absence does not appear to be caused by genuine illness. If the school chooses not to authorise the absence it will notify the parent or carer of this in writing. Please refer to the school's Absence and Attendance Policy which is available from the main school office or on the school website.

Medical Appointments

Wherever possible, please make medical and dental appointments towards the end of the school day, or preferably after school has finished so that your child does not miss valuable learning time.

Our school policy requires ALL parents to bring in evidence such as an appointment card or letter to authorise the absence,

Please be aware that medical appointments will affect your child's attendance level.

The Importance of Good Punctuality at School

As well as promoting good attendance at Wynndale, we also work hard to encourage good punctuality in school.

Registration

Morning registration is at 8:45am and children need to be in school by this time. School gates will be open from 8:30am and classroom doors open at 8:35am to allow time for registration. Doors close at 8:45am; after this time, children must enter school via the main entrance, coming through the office.



What happens when your child is late?

Arrival after 8:45am will be marked as late in the register (L code). Any children arriving after 9:15am will be marked as an unauthorised absence (U code) in line with the DfE (Department for Education) guidance.

It is important for children to be on time each day. The first few minutes of the learning day are used for things like class briefings, reading and changing reading books, undertaking learning activities, interventions and to set the children up for the rest of the day. If children miss this start, their learning for the whole day can be detrimentally affected.

Late arrivals are also disruptive to the whole class and often

very embarrassing for the child themselves.

Should we have a concern about your child's lateness, we will contact you either by telephone or by letter.

If your child is persistently late for 10 separate instances (marked as a U code) over a period of 10 school weeks, a Penalty Notice can be issued by the Local Authority.

If a child arrives 15 minutes late to school each day, they lose an hour and a quarter of learning each week.

This means that if they were 15 minutes late every day in a school year, they would miss over 48 hours of learning - approximately 7 school days!

Absence During Term Time

Taking holidays during term time disrupts the continuity of your child's education and may reduce their chances of success. There is no entitlement to time off during term time, and leave of absence is only allowed in exceptional circumstances, in line with school policy and at the discretion of the Headteacher.

The Government states that children are expected to be educated for 190 days each school year, leaving 175 days available for taking annual holidays.

School policy states that if you do intend to take your child out of school during term time for a leave of absence, you **MUST** inform school via a completed 'Withdrawal From Learning' form. This is available from the school office. This must be completed for each intended period of absence. Staff will not provide learning for children to complete whilst absent due to holidays.

Holidays During Term Time

Holidays within term-time are not permitted due to Amendments to the Education (Pupil Registration) (England) Regulations 2007, applicable from 1st September 2013. The Headteacher may not grant leave of absence during term time unless there are exceptional circumstances. Therefore **no** leave for the purpose of a holiday will be authorised.

Penalty Notices

If the school refuses your application and you still withdraw your child from school, the absences will be treated as unauthorised. If the school has evidence that a parent/carer has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is 5 days (10 sessions) in total over a 10 week rolling period, then the Local Authority will issue Penalty Notices to each parent/carer for each child to whom unauthorised absence applies or a Summons for irregular school attendance.

Attendance Procedures @ Wynndale

If you know your child is going to be absent from school, you are asked to contact the school office by telephone or in person by 9:00am, giving the reason for the absence.

We ask that you phone school on EACH DAY of your child's absence, not just the first day.

If no call is received, school will make contact with you to establish the reason for their absence.

Types of Absence

Authorised:

Some absences are allowed by law and are known as authorised absences. Examples of acceptable authorised absence are:

- Genuine illness
- Medical appointments which cannot be made outside of school hours
- A day set aside for religious observance
- A day to attend a family funeral
- Approved sporting activities

Unauthorised:

Absences where the reasons are not permitted by law are known as unauthorised absences. Examples of unauthorised absences include:

- Unauthorised holidays
- Going for a family day out
- Sibling or parent illness
- A child or family members birthday
- Going shopping
- Having a haircut
- Overslept or had a late night the night before
- Visiting friends or relatives

Attendance Procedures @ Wynndale

What we will do as a school to support good attendance

Whilst we have Government and Local Authority policies and procedures to adhere to, we always strive to operate in a supportive way with regards to attendance. These are the ways in which we work together with you as families to promote good attendance in school:

Phone calls home	Monitoring of attendance
If there is an unexpected absence of a child, or we have not had a reason provided for absence, our admin team will always undertake initial phone calls to investigate why a child is absent from school. The purpose of this is to safeguard each and every child in school.	We have a designated member of the senior leadership team responsible for leading attendance across school—Mrs. Evans. She works with the admin and pastoral teams to analyse attendance information each half term. If we have concerns, we will write to you initially and then monitor attendance for a further period of time. If there continues to be concerns, you will be invited in to a meeting to look at how we can support you to improve your child's attendance in school.
Family consultation evenings	Half termly attendance feedback
Your child's attendance will be discussed with you by the class teacher at our termly family consultation evenings. It will also be reported to you in the annual report to parents that you receive at the end of an academic year.	You will receive a copy of your child's registration certificate at the end of each half term. This is so that you have regular communication regarding attendance in school. We will also be sharing class attendance regularly through our School Comms App.
Early help and family support	Our Wynndale Attendance Promise
We understand that sometimes some children may find it difficult to come to school, and we will always support children who feel like this. Our pastoral team and members of our senior leadership team will explore how we can offer support to families, including the possibility of Early Help and other wider agency support.	We have our 'Wynndale Attendance Promise' in place with the vision of 'Every Day Counts, Every Child Belongs'. This is a collaborative promise between home and school, with the aim of supporting children to feel safe, valued and supported in school.

The Wynndale School Attendance Promise

“Every Day Counts, Every Child Belongs”

At Wynndale, we believe that school is more than just a place of learning; it is a community where your child is valued, safe, and supported. Our promise to you is built on three pillars: ***Connection, Support, and Consistency.***

1. Our Promise to Our Pupils

- ♦ A Place to Belong: We promise to provide a classroom environment where you feel seen and heard every single day.
- ♦ A Fresh Start: If you have been away, we promise a warm welcome back without judgment. We will help you "catch up, not catch cold" with your learning.
- ♦ Listening to You: We promise to listen if you feel anxious or unhappy about coming to school and to work with you to find a solution.

2. Our Promise to Our Parents & Carers

- ♦ Proactive Support: We promise to contact you early if we notice a dip in attendance—not to "tell you off," but to ask, "How can we help?"
- ♦ Removing Barriers: If your child is struggling to attend due to health, anxiety, or external factors, we promise to work with you to create a Voluntary Support Plan that meets your family's needs.
- ♦ Clear Communication: We promise to keep you updated on the impact of attendance on your child's social and academic progress through regular, transparent "Attendance Check-ins."

3. What We Ask of Our Families

- ♦ Communication First: To let us know as soon as possible on the first day of your child's absence, providing a specific reason so we can offer the right support.
- ♦ Health First: To follow the NHS 'Is my child too ill for school?' guidance to help make informed decisions about minor illnesses.
- ♦ Open Honesty: To talk to us as soon as a problem arises. We cannot help with what we do not know.

4. Our Commitment

As a school, we commit to the "Support First" model. We will only use formal procedures in line with Government and Local Authority policy, focusing instead on building a culture where every child wants to be in school because they know they are an essential part of our community.

Signed:

Mrs. Evans (Attendance Lead) Mrs. Tewson (Office Attendance Lead) Mrs. Rickersey (Head teacher)

Rewarding Good Attendance

We regularly celebrate good attendance with our children at Wynndale in the following ways:

Weekly class briefings

Every Monday we share class attendance and punctuality with children through class briefings. The class with the best attendance that week receives a certificate to display in their classroom. We also have a whole school display to celebrate and promote good attendance.



Half termly class attendance prize—'The Piggy Bank'

As well as sharing weekly attendance in a Monday briefing, we also share the half termly 'leaderboard'. The class with the best attendance overall at the end of the half term receives £20 for their class piggy bank. The class can choose what to spend this on or they can save it and collect over time. The class with the best punctuality receives £10 for their class piggy bank too.



Termly Rewards for Individuals

At the end of each term (Autumn, Spring, Summer), any child in school who has achieved our school attendance target of 96%, receives a wristband. This can be exchanged for a 'non-uniform day' on a day of your child's choice. They may want to save it for their birthday or another day that is special to them. It will be 'reset' each term, so **all** children have up to 3 chances to get a wristband during the year—if they reach school target every term, they will get 3 wristbands.



100% Attendance Recognition

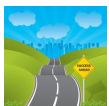
All children in school who achieve 100% attendance for throughout a term will receive one of our 100% attendance certificates.

Children who achieve 100% for an academic year will be celebrated on our end of year newsletter and will also receive an end of year treat—this will be an experience / trip out of school.



100% Attendance during an entire Wynndale Learning Journey

We sometimes have children who have achieved 100% attendance every year they have been in school with us. These children will receive an extra special reward in celebration of this.



Postcards home

We also ensure we celebrate those children and families who have worked incredibly hard to improve their attendance. We send postcards home to families to acknowledge this.

