



# Wainwright Primary Academy

Working Together, Perseverance, Achievement

## Appendix to Attendance Policy

WPA's Academy expectation is 97% attendance.

### Punctuality

The Class Register is a legal document and as such can be used in a court of law (e.g. to establish a pupil's attendance or absence at a particular time on a precise day.)

The registers are marked at the beginning of each session, morning and afternoon. Registers are marked in the first 10 minutes of the start of the school day. Registers are submitted to the office by 9.10am.

School begins at 9.00am prompt. The main playground gate closes at 9.05am.

School finishes for all children at 3.10pm.

Pupils arriving after the start of the school day must enter the school via the main entrance at the School Office where they will be met by our office staff.

They will record the pupil's name, time of arrival and reason for lateness, the

child will also be given a late card to take to their class (parents do not

accompany the child to their class) to say they have been marked in at the

office. It is vital that any pupil arriving late is signed in, in order to comply with

Health and Safety procedures. Pupils arriving after 9.00am will be marked with

a late (L) mark.

The registers are closed at 9.25am. Any pupils arriving after this time will be regarded as absent for the full morning session even though they are present in school. This will be coded as an unauthorised absence (U) in the register.

Registration will be taken again at the beginning of the afternoon session.

We all have a responsibility to encourage punctuality. It is important that every child arrives in school on time as English and Maths are taught at the beginning of the school day and are fundamental to a pupil's educational needs.#

### **School attendance**

Going to school regularly is important to your child's future. Children who miss school frequently can fall behind with their work and do less well in exams.

Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

### **The law**

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

### **Absence**

#### **Authorised absence**

If your child is ill or unable to attend school for some reason, you should contact the school by phone to notify them. Depending on the reasons for absence, the Academy Director will decide whether the absence can be authorised or not.

Where absence is sickness related schools may require medical certification, particularly where the absence lasts a few days.

### **Unauthorised absence**

Absence from school is likely to be recorded as unauthorised absence when:

- there is no parental explanation
- the school is not satisfied with the explanation for an absence.

In either of these situations you could face prosecuted.

Academy Director's are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances. This includes where parents decide to take their children out of school for a family holiday during term time. If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Academy Director. Failure to do this could result in a fine or prosecution.

In Nottinghamshire, you could be fined if your child has either:

- 5 days unauthorised absence over a 6 week period
- 3 or more days unauthorised absence where this is for the purpose of a holiday in term time.

**Agreed and Ratified by Governors -**

**Due to be reviewed – March 2018**

**Author – Julia Hallam**