



ATTENDANCE POLICY

Reviewed Autumn 2025



Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

DATE	
REVIEWED:	AUTUMN 2025
NEXT REVIEW DATE:	AUTUMN 2026

Introduction

This document is a statement of the aims, principles and strategies for promoting attendance at Wormholt Park School. It was developed through a process of consultation with staff and parents and is reviewed regularly.

Aims

- To maximise the attendance of all children in the school so that each child might participate successfully in every aspect of school life.
- To establish good habits and practices as a foundation for later life at secondary school and, ultimately, work.
- To develop a clear, reasonable and workable system for identifying pupils' reasons for absence or lateness.
- To ensure that parents/carers, children and staff are aware of school procedures and criteria for authorising absences.
- To respond appropriately to any special needs or circumstances of a child and his/her family.
- To have a system whereby pupils have their good attendance valued, noted and rewarded.
- To ensure that the school community suffers the least possible disruption from any unnecessary poor attendance and lack of punctuality by making clear that pupils and parents/carers have responsibilities to the school as well as rights.

Arrival at School

Children arriving for Breakfast Club should go straight into the school office at 7.45am. They will be sent to their classroom at 8.30am.

- The gates are opened at 8.30am and SLT welcome the children in to the playground. The children go straight into class for Soft Start.

Parents

Parents may contact the school if they wish to make an appointment to speak to a teacher. An appointment will be offered by the teacher at a convenient time so there is the least possible disruption to the school day.

Morning Registration

Class teachers complete the official class attendance register at 8.45 a.m. The registers are then sent to the Attendance Officer via Arbor. If there is an issue with the electronic register, paper registers should be collected from the Attendance Officer, filled in manually and returned to the Attendance Officer. It is vitally important that registers are filled in accurately as, in the event of any emergency, we need to ensure every child is accounted for.

Latecomers

- Children entering the classroom after 8.50 a.m. will receive a late mark.
- A valid reason for a child's lateness may be communicated by the parent/carer personally, by telephone or by letter and an authorised lateness mark will be recorded.
- The Attendance Officer will listen to telephone messages and will complete registers accordingly.
- A valid reason for absence must be communicated by the parent/carer, not the child.
- Valid reasons include medical appointments, official appointments, domestic emergencies, special family circumstances, e.g. family illness where a child is staying with a relative who lives further away from school.
- The above list is not exhaustive and the school should always be informed of special circumstances. Good communication with home is a feature of Wormholt Park School's success and families can be assured of a sympathetic and confidential hearing on the issue of punctuality, too.

Absence

- All pupils are expected to put in full attendance throughout the term unless there are compelling reasons, such as illness, for absence. Hospital and GP appointments should be backed up with appointment cards or official hospital letters.
- Parents should phone the school office on the first day of absence.
- All reasons for absence must be communicated to the school.
- Telephone messages concerning absences will be noted down by the Attendance Officer and the school administration staff and will be recorded in the class registers.
- A written note from a parent/carer, not a child, should be given to the school office or class teacher on their return to school. These are then passed on to the Attendance Officer.

- Failure to communicate any valid reason for an absence will result in the child receiving an 'unauthorised absence' mark and a letter will be sent home asking for a reason as to why the child was not in school. This is followed up with a reminder letter and then a final reminder letter. If no response is received, the absence is recorded as unauthorised.

Family Holidays during Term Time

- From September 2013 the Department of Education has removed the right for Head teachers to allow holidays in term time under any circumstances. No such requests can be legally granted. A Penalty Notice will be issued by A.C.E. (Attendance Child employment and entertainment Elective home education and children missing education) if holidays are taken without permission.

Any other request for leave in term time must be submitted to the Head teacher in writing, with dates, at least 10 days before the leave is taken. Forms are available in the school office for parents to complete with relevant details. The Head Teacher will then make a decision based on each individual case.

- Retrospective approval of absences cannot be given.
- Absences in excess of the period agreed will be treated as 'unauthorised absence' and a Penalty Notice will be issued by A.C.E.

Afternoon Registration

- All classes, are registered in the classrooms by their teachers at 1.15 p.m.
- Afternoon registration registers should be sent to the Attendance Officer by 1.30pm. If a child has left the school during school hours due to illness or an appointment, this will be recorded in the school office and the Attendance Officer informed.

Awards for Punctuality and Good Attendance

In Reception, Key Stage 1 and Key Stage 2 there are punctuality assemblies. During this time the punctuality of every class is highlighted and the best class receives the award mascot.

Certificates are handed out to classes who achieve high attendance. There are "Don't be late weeks" periodically throughout the school year to encourage punctuality.

End of School Day

There are members of SLT in the playground from 3.05pm to oversee the end of the school day. Children should be picked up by 3.15pm

- In the case of a child not being collected, every effort will be made to contact home or emergency telephone numbers. Children are taken to the school office at 3.20pm. Parents and carers are then contacted by the Attendance Officer or school administrative staff. If no-one can be contacted and, after a prolonged period of waiting, Children's Services will be contacted.
- Early Years Foundation Stage and Key Stage 1 staff or the school office must be informed if alternative arrangements have been made for collecting a child. Children will not be released into the care of an unknown adult unless school staff have been informed of these alternative arrangements.
- EYFS and Year 1 children are collected from their classrooms by parents/carers. Key Stage 2 classes are collected from the playground at 3.15 pm unless the parent/carer has given permission for their child to walk home alone (Year 5/6). All pupils and parents should vacate the school premises as soon as possible after 3.15 p.m. unless they have a valid reason for remaining, such as a meeting or an after school club.

Procedures for Identifying Frequent Lateness and Poor Attendance

- Teachers are legally bound to complete attendance registers, which are legal documents.
- The Attendance Officer checks the class registers, daily.
- In the case of a child's frequent lateness, poor attendance or both, the Attendance Officer will send a letter to the parent/carer with the school's concerns.

Persistent Absence

If a child is persistently not attending school and there are non-verifiable reasons for this, a meeting will be set up with the parent/carer, to try and resolve the issue with the support of the Schools Attendance Support Officer at the LA if appropriate.

The Attendance Officer will work closely with the family to resolve issues concerning attendance in collaboration our Family Practitioner and A.C.E.

If this meeting and support does not resolve the issue, a fine may be issued, with the support of the Schools Attendance Support Officer at the LA.

LA Support

The school has a designated attendance officer from the LA who supports the headteacher and school attendance officer. She visits half termly to analyse data and support families whose attendance is a concern.

Conclusion

Wormholt Park is actively seeking to promote good attendance and recognises that all its pupils want to learn and achieve. The Wormholt Park School Attendance Policy, whilst fulfilling a legal obligation, should be seen as recognition that school organisation and procedures, along with curriculum and relationships, influence attendance more than characteristics of individual pupils.