



## **WPS Attendance Policy Whole School Policy Including EYFS**

### **WPS Mission Statement**

***To offer academic and creative excellence in a caring, respectful and stimulating environment***

### **Child Protection Statement**

WPS is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant, safe and caring environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The School seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

WPS follows guidelines laid down by the Cheshire East Safeguarding Children's Partnership (CESP) and the most recent Keeping Children Safe in Education (KCSIE).

### **School Aims**

- To provide academic excellence through a broad, balanced and varied curriculum
- To ensure that our pupils develop lively, enquiring and creative minds
- To value each boy and girl as an individual so as to maximise his or her potential and confidence
- To offer a safe, caring and kind environment
- To encourage self-respect and respect for others

'British values' (democracy, rule of law, individual liberty and mutual respect) and SMSC (spiritual, moral, social and cultural) provision underpins our curriculum.

### **School Rules**

We are gentle  
We don't hurt others  
We are kind and helpful  
We don't hurt anybody's feelings  
We listen – first time  
We don't interrupt  
We are honest  
We don't cover up the truth

We work hard  
We don't waste our time or other's time  
We look after property  
We don't waste or damage things

## **Introduction**

We expect all children on roll to attend every day, when School is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards School. To this end we strive to make our School a happy and rewarding experience for all children. In developing and implementing this policy, the School has considered its obligations under the Equality Act 2010 and the UN Convention on the Rights of a Child.

The Governing Body is responsible for making sure the School keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the School day. This register will also indicate whether an absence was authorised or unauthorised.

This policy will be available on the School website and available to all new and existing parents at the beginning of each School year.

This policy must be read in conjunction with:

Missing Children in Education and Missing Child procedures

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

## **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 or guardian. For example, if a child has been unwell and the parent writes a note/email or telephones the School to explain the absence.

Only the School can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of School to go shopping during School hours, this will not mean it is an authorised absence.

## **Unauthorised absence**

An absence is classified as unauthorised when a child is away from School without the permission of both the School and a parent.

Therefore, the absence is unauthorised if a child is away from School without good reason, even with the support of a parent.

## **If a child is absent**

Parents are asked to phone (01625 524246) or email the School office ([secretary@wilmslowprep.co.uk](mailto:secretary@wilmslowprep.co.uk)) before 9:00 am (close of registration) to inform us of their child's absence and give a reason for it. The register is open for a period of 30 minutes from 8.30 am after which time the pupil is registered as late and thereafter, even if they arrive, they are counted as absent for statistical purposes. When a child is absent unexpectedly, the Form Teacher will record the absence in the register, and will inform the School secretary, who will endeavour to contact a parent or guardian.

If there is any doubt about the whereabouts of a child, the Form Teacher should take immediate action by notifying the School office. The secretary will then endeavour to contact the parent or guardian straight away, in order to check on the safety of the child.

If you would like support regarding your child's School attendance The School Senior Attendance Champion is: Reception to Prep 2, Mrs L Pierce and Prep 3 to 6, Mrs J Cooper.

### **Requests for leave of absence**

We believe that children need to be in School for all sessions, so that they can make the most progress possible. However, we understand that there are circumstances where a parent may legitimately request leave of absence for a child to attend, for example, a special event. We expect parents to contact the School at least a week in advance, to discuss the matter. The request will normally be granted, but with the understanding the child may well miss something that cannot be repeated. We strongly recommend that parents take their family holiday in the normal School holiday periods.

### **Long-term absence**

When children have an illness, which means they will be away from School for over five days, WPS will do all it can to send material home, where appropriate, so that they can keep up with their work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the School will discuss the matter with the parents, so that arrangements can be made for the child to be given some tuition outside of School.

### **Repeated unauthorised absences**

The School will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the School and discuss the problem. Support from the wider support services will be accessed by School and in order to support the parent to remove any barriers to attendance and when support has not been successful then the support of the local authority will be sourced.

The Governors reserve the right to expel a child from School if the child's attendance is unsatisfactory and, in the reasonable opinion of the Headteacher, the removal is in the School's interests and/or those of the child or other children.

### **What is considered good attendance?**

Regular and punctual attendance is essential for effective learning, promoting positive relationships and developing good attitudes to education. 10% absence means the equivalent of one day or more per fortnight across a full School year. The expected attendance is at least 92.9% (national average). Where attendance is as low as 90%, the School will put additional targeted support in place, working with the local authority.

### **Reporting**

WPS reports to parents on authorised absences, unauthorised absences and lateness as part of their child's termly progress report.

### **Non-standard transfers**

If a child transfers to another school at a non-standard transfer time (i.e. between starting school in Reception and leaving at the end of Year 6), School will inform the LEA within 5 working days, in line with Safeguarding obligations.

### **Monitoring and review**

It is the responsibility of the Governors to monitor overall attendance and the Headteacher reports any concerns to the Governing Body. The Governors and Staff seek to ensure that attendance figures are as high as possible.

A data analysis will be undertaken weekly by the Headteacher who is also the DSL, focusing on individuals and cohorts with attendance problems, in order to target improvement for those pupils who need it the most. Form teachers are also responsible for monitoring attendance in their class and if there is concern about a child's absence then this needs to be reported to the Headteacher.

The School will keep admission and attendance registers electronically and all entries in these registers will be preserved for 6 years.

The local authority has the right to examine and take extracts of attendance registers from the School, although they will not want as much information from independent schools as from maintained schools.

The School will ensure that those missing School because of mental or physical ill health, or those with SEND, will be given extra support, by considering the individual needs of the pupils. The School will alert the LA about any pupil who misses 15 consecutive or cumulative days due to illness, as they may need additional support from the LA

The rates of attendance will be reported to the DfE and Independent School's Census, as requested.

When the policy is due for review and update, the views of parents and pupils will be sought.

**Reviewed: September 2024**

**Next Review due: Autumn 2027**

### **Appendix 1**

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**We use the National Code for absence (as stated in School Attendance (Pupil Registration)(England)(Regulations)2024.**

/ \ - present for morning and afternoon sessions.

The following are classified as authorised absence:

I – Illness.

M – Attending medical/dental appointment.

C – Leave of absence for exceptional circumstances.

R – Religious observance.

E – Suspended or permanently excluded.

T – Parent travelling for occupational purposes.

S – Study leave.

C1 – Participating in a regulated performance or undertaking regulated employment abroad.

J1 – Attending an interview for employment or admission to another educational institution.

C2 – Pupil is absent from school for part of the week (on a part-time timetable) – then also use the code for the reason why absent.

The following are NOT classified as absences:

B – An offsite educational activity.

D – Dual registration, so attending another school where registered.

K – Alternative provision arranged by the LA.

L – Late arrival before the register is closed (during the 30 mins 'grace' period).

P – Approved sporting activity.

V – Attending an educational visit or trip.

W – Work experience.

The following are classified as unauthorised absence:

G – Holiday not granted by the school.

N – Reason for absence not yet established.

O – Absent in other or unknown circumstances.

U – Arrived in school after the register closed (after 30 mins 'grace' period).

The following are classified as 'not a possible attendance':

X – Pupils of non-compulsory school age absent when they are not timetabled to attend (e.g. EYFS).

Q – Lack of access arrangements by LA.

Y – Transport normally provided not being available.

Y2 – Widespread disruption to travel.

Y3 – Part of school premises being closed.

Y4 – Whole school site being unexpectedly closed.

Y5 – Pupil is in criminal justice detention.

Y6 – Public health guidance or law not to attend.

Y7 – Any other unavoidable cause [this includes absence due to non-payment of fees (reason stated in accompanying field)].

The following codes are not collected for statistical purposes:

Z – Prospective pupil not on admission register.

# - Planned whole school closure (holidays).

