



WHALLEY RANGE 11-18 HIGH SCHOOL

A member of the Greater Manchester Education Trust



Attendance & Punctuality Procedures

Statement of Intent

Whalley Range 11-18 High School consistently works hard to maintain the regular and punctual attendance of all its students in order to support them in achieving continuous progress and positive outcomes. Absences disrupt the pattern of a student's education, disrupt teaching routines and have an adverse effect on learning for both the individual student and the wider school community.

A key element of achieving regular and punctual attendance is parental support and involvement. By avoiding absences, communicating regularly and sharing information we can work together to raise attainment standards for all.

Contact details

To comply with Health and Safety guidelines and Keeping Children Safe in Education it is important we have more than one up to date contact for all students. There are a variety of reasons that school may need to contact parents or carers, including a student's ill health, school emergencies or to discuss unexplained absences and ensure students are safe. To confirm the reason for a student's absence with parents/carers, the school will check the number being dialled in from and will generally telephone the first contact number listed on the student's record. If contact information changes, please telephone 0161 860 2999 or email attendance@wrhs1118.co.uk immediately.

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- Present
- Absent
- Present at approved educational activity
- unable to attend due to exceptional circumstances

In the interest of continuously improving attendance, we advise all parents of the following:

- Morning registration is at **8:30am** and afternoon registration is at **1:45pm** –students must be present in their classrooms at these times to receive a punctual present mark
- Reasons for absence must be reported daily to attendance@wrhs1118.co.uk or by phone on 0161 860 2999 by 8:30am. Without this, absences will be unauthorised

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- Morning registers close at 9:00am. Students arriving after this time will receive an absence mark for the morning session
- Absence will not be authorised for minor ailments such as colds, headaches or period pains
- Medical appointments should be made outside school hours – absence for dental check-ups, optician's appointments and routine reviews such as for asthma will not be authorised
- Medical evidence must be provided for all absence in excess of three days or when requested by school for repeated bouts of absence. Evidence should be clear and supported with a cover note from parents/carers. Evidence is an appointment letter, prescription or GP note.
- Under guidance from the Local Authority, absences are not authorised for Visa / Passport appointments – these should be planned ahead and made for outside of school hours / term time
- Under guidance from the Local Authority, extended leave will not be authorised for religious observance. Key dates will be considered (usually to a maximum of 2 days per academic year)
- Absences are not authorised on event days such as Sports Day, Deep Learning Day or a last day of term without supporting medical evidence
- Parents must not book holidays in term time – leave of absence may be granted in exceptional circumstances, with supporting evidence. Request forms are available from Reception or the Attendance Office
- Unauthorised absence is monitored by the Local Authority who will issue Penalty Notice fines of £120 per parent per child (reduced to £60 if paid within 21 days)

On occasions, students have medical appointments which cannot be arranged outside school hours, such as for hospital specialists. In such cases, it is the parent/carer's responsibility to collect their child from school within a reasonable time to travel to and from and ensure as much of the day as possible is attended. It is not appropriate to miss a whole morning or afternoon of school.

Targets and Rewards

It is the responsibility of every student and their parents/carers to strive for 100% attendance and no late arrivals at all times. No student should ever need to be recorded with an unauthorised absence.

Attendance and punctuality are continuously tracked and celebrated through Progress Reports, Student Led Academic Tutorials, assemblies, briefings, reward trips and notice boards.

Attendance and Punctuality Interventions

If any student is late or absent without an acceptable reason being provided or develops a pattern of irregular attendance the following steps may be taken by school as appropriate:

- Absence notification text message sent to parents/carers
- Late notification text message sent to parents/carers
- Daily absence call made to parents/carers
- Home visit made to registered address of student (or both parents where required)
- Reason for absence letter sent to parents/carers
- Staged attendance concern letters sent to parents/carers
- Persistent absence letter sent to carers/parents
- Medical evidence warning letter sent to parents/carers
- Statutory action warning notice sent to parents/carers
- Parents/carers to be invited to attend an Attendance Improvement Plan meeting
- Parents/carers to be offered an Early Help Assessment
- Parents/carers to be referred to other agencies of support

WHALLEY RANGE 11-18 HIGH SCHOOL
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- Parents/carers to be referred to City Council Statutory Attendance Team for consideration of legal action
- Parents/careers to be referred to City Council Children Missing from Education Team
- Student may be removed from roll in line with DfE and Local Authority guidelines

If your child is experiencing any problems that may be affecting their attendance or punctuality, then please contact us on 0161 860 2999 or email attendance@wrhs1118.co.uk to discuss mentoring and /or family support.