

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 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 (98% or above) is parental support and involvement. By avoiding absences, communicating regularly and sharing information we can work together to raise attainment standards for all.

At Whalley Range, we know that coming to school every day makes a big difference. When students are in school, they're learning, growing, and getting the most out of their education. We encourage every student to aim for 100% attendance – because every day in school really does count!

We're proud that our attendance is currently above the local and national average – and we're working hard to improve it even further in conjunction with Manchester City Council's Attendance Strategy, which helps schools and families work together to reduce absence and keep children engaged in their learning.

If your child has a health condition that may affect their attendance, please speak to a member of the Attendance Team so we can support you and your child appropriately. We have a friendly and supportive Attendance Team who are here to help. They work closely with families to pick up any attendance concerns early and provide the right support.

If your child is going to be absent you MUST phone our Attendance Team on 0161 860 2999 or email attendance@wrhs1118.co.uk before 8:30am on each day of absence.

Where possible, please arrange non-urgent medical or dental appointments outside of school hours or during the holidays. If your child needs to attend an unavoidable appointment during the school day, they should bring an appointment card or letter so they can sign out at the right time.

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 usually not appropriate to miss a whole day of school.

When a child is absent from school we may carry out a home visit. This is part of our safeguarding responsibility and is done in line with local authority guidance to ensure your child is safe and supported.

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 you, including your child's ill health, school emergencies or to discuss unexplained absences and ensure students are safe. To confirm the reason for an 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 contact the Attendance Team immediately.

Legal Framework and School Policy

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 remind all parents of the following school policy points:

- 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.
- Morning registration is at **8:30am** and afternoon registration is at **1:45pm** –students must be present in their designated rooms at these times to receive a punctual present mark.
- 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 'feeling under the weather' / minor ailments such as sore throat, feeling sick, toothache, colds, headaches or period pains. You do not necessarily need to seek medical attention for these ailments and in most cases your child should be encouraged to attend school.
- 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; absence taken when overall attendance is below 90%, absences of 5 days or more, absence where there are 3 or more occasions in a term. Evidence should be clear and supported with a cover note from parents/carers. Evidence may include an appointment letter, prescription, GP note or GP record log.
- Absences are not authorised on event days such as Sports Day, Personal Development Day, trips, exams or a last day of term without supporting medical evidence.

- Only the head teacher can authorise an absence (not parents/carers). Medical evidence will be taken into consideration.
- 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).
- Parents must not book holidays or trips 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 routinely referred to the Local Authority who may issue a Notice to Improve, a Penalty Notice fine of £160 per parent per child (reduced to £80 if paid within 21 days) or proceed with a prosecution. Further details can be found in our trust policy on the school website.

Targets and Rewards

Attendance and punctuality are continuously tracked and celebrated through Progress Reports, Student Led Academic Tutorials, assemblies, briefings, reward trips and notice boards. It is the responsibility of every student and their parents/carers to strive for 100% attendance and no late arrivals. No student should ever need to be registered with an unauthorised absence.

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
- 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.

Thank you for working with us to support your child's attendance and success in school.