

# Wellington School

11 – 18 Academy



Excellence in Everything

# ATTENDANCE.

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**A GUIDE TO YOUR  
RESPONSIBILITIES  
AS A PARENT**



**Excellence in Everything**

Dear Parents

Wellington School is committed to making sure that every child and young person is successful at school. Making sure that your son/daughter goes to school every day is essential for them to achieve both academic and personal success.

Those children who frequently miss school fall behind with school work and do less well in exams which often affects their prospects as an adult. ALL children should aim for 100% attendance. At Wellington School, it is expected that every pupils' minimum attendance should be 96%.

It is your legal responsibility to ensure that your son/daughter receives a full-time education. Pupils with 90% attendance or lower are "persistently absent." 90% attendance equates to four weeks of absence, which is a serious concern and would lead to a referral to the Educational Welfare Officer.

Parents who fail to ensure the regular and punctual attendance of their child(ren) may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act 1996. Trafford may issue a Fixed Penalty Notice or take enforcement action through the courts to secure regular attendance.

**On 6<sup>th</sup> April 2017, the Supreme Court ruled unanimously that following a term-time holiday taken without permission, a Fixed Penalty Notice may be issued.**

# ABSENCE- THE FACTS

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## Authorised absence

**Only schools can authorise a child's absence**, following guidelines set out by the Local Authority and the Department for Education. There are very few reasons why absence may be authorised and they include:

- Sickness that requires the child to stay off ( medical evidence may be requested due to frequent absences )
- Days of religious observance
- Exceptional family circumstances, eg. bereavement
- Medical appointment (but only for the duration of the child's appointment).

## Unauthorised absence

This is when a pupil is absent from school **without the authority of the school**. It's also called truancy. It may be that a child is having difficulties at school or at home. Either way, the school needs to know, because continuing non-attendance may lead to a Fixed Penalty Notice and possible prosecution.

**None of the following reasons is an acceptable excuse for not going to school**

- Time off for a minor ailment
- Holiday in term time without authorisation
- Oversleeping
- Taking a 'long weekend'
- Looking after a brother or sister
- Taking the rest of the day off before or after a medical appointment

## Holidays during term-time

Parents have no lawful right to take their children on holiday during school term time. It interrupts the flow of learning for the child. The school will only allow it in **exceptional circumstances**. An application must be made at least four weeks prior to the proposed holiday otherwise the school may issue a Penalty Notice.

## Tips for good attendance

You must make sure your child attends school **on time every day**. It is their right and your responsibility. The following advice will help:

- ✓ Make sure that your child understands the benefits of regular attendance and set them a goal of 100% attendance
- ✓ If your child is too ill to go to school, tell the school as soon as possible on the first day of absence and contact the school every day of absence or you may receive a phone call / text or email
- ✓ Make all appointments for the doctor, dentist, optician etc after school hours or during the school holidays where possible
- ✓ Make sure that your child knows that **you** are responsible for their attendance at school

Please consult the school website for the most frequently asked questions regarding attendance at school

## Punctuality

- All pupils must be in their tutor base by 8.30am and 1.55pm for registration
- Pupils who are late to registration will be given a late mark and an automatic detention if they are late two times in one week.

- Persistent unauthorised absence due to lateness may result in a Fixed Penalty Notice being issued.