



Wharton CE Primary School – Attendance & Punctuality Policy: Key Points Summary

1. Purpose & Aims

- **Good attendance** supports achievement, enjoyment, and wellbeing.
 - All children must attend daily unless **exceptional circumstances** apply.
 - The policy supports **early intervention, equal opportunities**, and **inclusive education**, especially for pupils with **SEND** or **long-term health conditions**.
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2. Legal Responsibilities

- Attendance is a **legal requirement** (Education Act 1996).
 - **All parents** (biological or not) with care/responsibility must ensure school attendance.
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3. Registers

- Taken **twice daily** (am and pm).
 - Must accurately record:
 - Present
 - Approved educational activity
 - Absent (authorised or unauthorised)
 - Exceptional circumstances
 - Uses **DfE attendance codes** (see Appendix 3).
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4. Parent/Carer Responsibilities

- **Notify school daily** of absence with a valid reason.
 - Make **appointments outside school hours** where possible.
 - Work in **partnership** with the school to support attendance.
 - Contact:
 - **Rebecca Winstanley** (Office): 01606 663530 / attendance@wharton.cheshire.sch.uk
 - **Julie Maloney** (Attendance Champion): 01606 663536 / 07827 877529
 - **Natalie Tomlinson** (Strategic Lead)
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5. Monitoring & Data

- Weekly and cohort-based **data analysis** to spot trends.



Train up a child in the way they should go and when they are old they will not depart from it.
Proverbs 22 v 6



- Targeted support and early intervention for **persistent absentees**.
 - Use of **‘Welcome Back’ check-ins** after 5+ days of absence.
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6. Early Identification & Intervention (EBSN)

- Follows **assess, plan, do, review** model.
 - Uses tools like **SDQ, SEND, wellbeing assessments**, and **TAF**.
 - Applies **Cheshire West’s Emotionally Based School Non-Attendance** guidance.
 - SMART action plans created with families and agencies.
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7. Medical Absence

- Report illness on first day and each following day.
 - **Evidence** usually not required unless:
 - Long-term absences
 - Frequent/repeated illness
 - Schools **must notify the LA** if a pupil will miss 15+ days due to illness (Code I).
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8. Lateness & Punctuality

- School day begins at **9:00am**; gates open **8:40am**, doors at **8:45am**.
 - **L Code**: Late before 9:10am
 - **U Code**: Late after 9:10am = Unauthorised absence
 - Persistent lateness may lead to **meetings, support**, or **legal action**.
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9. Unauthorised Absence & Fixed Penalty Notices (FPN)

Absences coded as **unauthorised** when:

- No reason is given
- Medical evidence is requested but not provided
- Holiday/leave not authorised
- Arrival after 9:10am

FPNs issued for:

- 10+ unauthorised absences in 10 weeks
 - £160 (within 28 days) or £80 (within 21 days)
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10. Attendance Rewards & Incentives

- Weekly recognition for **improvement** and **punctuality**, not just perfect attendance.
 - Rewards **inclusive** of pupils with additional needs.
 - Input from **School Council** to design meaningful incentives.
 - Attendance is promoted through:
 - **Assemblies**
 - **PSHE lessons**
 - **Displays and website updates**
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11. Exceptional Circumstances Leave

- **No automatic right to term-time holidays.**
 - Must complete a **Leave of Absence Form** in advance.
 - Examples **not considered exceptional**:
 - Cost, work commitments, or pre-booked holidays.
 - 5+ days unauthorised = **FPN** may be issued.
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12. Religious Observance

- Parents must notify school **in writing** if absence is due to **religious observance**.
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13. Enforced School Closure

- School will use **online learning** during closures.
 - Expectation that children **fully engage** with remote education.
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14. Impact

- Policy supports all children, especially vulnerable pupils and those with SEND, in:
 - Achieving well
 - Transitioning successfully to secondary school
 - Maintaining strong attendance and engagement
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