

You will find additional information at

DfE Guidance:

<https://www.gov.uk/school-attendance-absence>

Wiltshire Council:

<http://www.wiltshire.gov.uk/schools-learning-attendance-behaviour>

The Wiltshire Safeguarding Children Board:

[www.wiltshirescb.org.uk](http://www.wiltshirescb.org.uk)

## Reporting Absence

At Priestley parents/carers are expected to contact the school office before 8.30 am and advise why their child will not be attending school, and how long they expect their child to be absent.

If parents/carers do not inform school of their child's absence a text will be sent out requesting that they contact the school office and advise why their child is not in school. This text will be sent by 9.30am.

If the school does not receive a reply by 10.30am, it will then attempt to phone the parent. If the school cannot make contact, other contact phone numbers for the child provided will be attempted.

At this point should the school still have no contact it will be recorded on the school's safeguarding concern system due to the fact that a legal requirement has not been fulfilled and a child is potentially missing.

This is also the point where the designated safeguarding team at school will consider referring the potential missing child to MASH/Social Care/Police.

## Term Time Holidays

At Priestley Primary School the Governors do not approve any holidays during term time. Therefore, parents are requested not to take their child on holiday during term time as this has a proven, measurable impact upon their performance.

If you need to apply for leave, please complete a leave of absence form and return it to school before booking your holiday.

## Punctuality

In each class, the teacher takes a register. The register is taken twice a day. If your child is late for school after the register has been closed at 8.50am, your child is marked as late after registration. The Local Authority recognise this as an absent mark. Sustained lateness can result in prosecution, so we ask parents who are having difficulty with morning routines to speak to the school.

If you feel like you need support, please contact your local school at:

Priestley Primary School  
Prince Charles Drive  
Calne  
Wiltshire  
SN11 8TG

Tel: 01249 812608

[admin@priestley.wilts.sch.uk](mailto:admin@priestley.wilts.sch.uk)



# Attendance Information for Parents



## Frequently Asked Questions

### How do schools work out attendance?

Schools count each day as 2 sessions (AM & PM) Your child has to attend 10 full sessions (5 days, morning and afternoon) each week to achieve 100% attendance. If your child has a half day absence, they would have 90% for that week. One-day absence would be 80% attendance.

### What is unauthorised absence?

Unauthorised absence is used when no reason has been given for the absence or the reason given is not acceptable. For example, keeping a child off school to go shopping. Only Headteachers can authorise absences.

### Who can I talk to for help?

It is important to seek help at the earliest stage, firstly talk to your child's class teacher or Mrs Mitchard, the school's Parent Support Adviser.

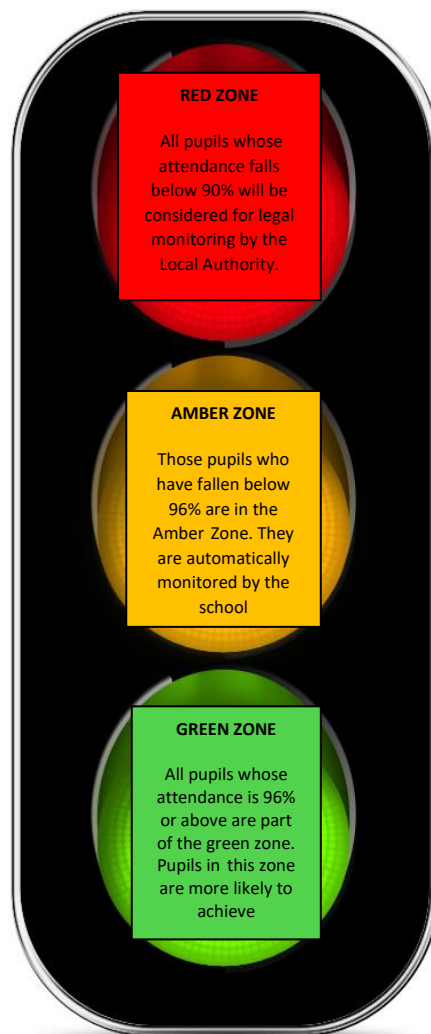
### But my child has a health condition.

We are here to support **ALL** families including those with medical conditions. We also work closely with health professionals to help parents access the right support to help their child. Please contact the class teacher.

## Attendance Matters

**Working together we can look at how we can address the issues preventing full attendance.**

## Traffic Light Zones



## The System Explained

At Priestley Primary School we monitor children's attendance closely. The school follows a rolling six-week monitoring programme. Those pupils who have fallen into the **Amber Zone (below 96%)** your child's attendance begins to be monitored. For those children that fall into the **Red Zone (below 90%)** a more formal process of monitoring and communication begins that can end up involving the Local Authority Educational Welfare Officer and incurring possible financial penalties in the form of a fine.

### 1. Why have I received an 'Initial Warning' letter?

The letter is intended as a friendly reminder about your child's attendance with the intention of working with you, without having to involve the Local Authority and Educational Welfare Officer. This letter is being sent to all parents whose child had less than 90% attendance.

### 2. Why have I received a 'School Attendance Meeting' letter?

If there has been no improvement in your child's attendance after receiving the 'Initial Warning' letter you will be required to attend a formal 'School Attendance Meeting' with either the Headteacher or the school's Parent Support Adviser. The purpose of the meeting is to find a solution to your child's attendance issue.

### 3. Why have I received a letter from the Local Authority Educational Welfare Officer?

Finally, should attendance still remain an issue then the case will be handed over to the Local Authority Educational Welfare Officer, where the beginnings of legal action may proceed.