



A guide to excellent
attendance & punctuality

ATTENDANCE MATTERS

AT WERNETH

We are all committed to raising attainment
and ensuring success for all our students.

WERNETH SCHOOL
LEARNING WITHOUT LIMITS



What do I do if my child is going to be absent?

If your child is unable to attend school we ask that you contact before 8.20am to inform us of the reason why. It is important that you phone every day of absence so that we know your child will not be attending and you do not receive a text message asking for their whereabouts.

Text messages are sent for safeguarding reasons. This ensures that you know your child has not registered at school. If you receive a text message please respond so that we know your child is safe.

**Werneth's telephone number is
0161 494 1222. Press option 2.**

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FORM TUTORS

Will congratulate students for having attendance within this band.
Students will receive 5 achievement points at the end of each week and may receive additional rewards at the end of each term.

FORM TUTORS

Will discuss absence with your child ensuring that they are welcomed back

YEAR INCLUSION MANAGERS

Will set an attendance target and award 5 achievement points if your child reaches this percentage over the coming weeks.

THE ATTENDANCE TEAM

Will fully support you and your child with any concerns you may have.
Will ensure Attendance Concern Letter 1 is sent where attendance has triggered the Stage Process and will monitor your attendance.

YEAR INCLUSION MANAGERS

Will work with you to ensure that you understand the link between attendance, progress and attainment.
Will set an attendance target and award 5 achievement points if your child reaches this percentage over the coming weeks.

THE ATTENDANCE TEAM

Will fully support you and your child with any concerns you may have.
Will ensure Attendance Concern Letter 2 is sent where they will advise you about the cause for concern.
This may include inviting you to a meeting and agreeing an action plan to support improvement.
You will be advised that further action may be taken should this not improve.
Will coordinate home visits to ensure we can discuss attendance concerns with you.

YEAR INCLUSION MANAGERS

Will continue to discuss the impact that absence is having on academic progress.
Will initiate a programme of support to improve their attendance.

THE ATTENDANCE TEAM

Will fully support you and your child with any concerns you may have.
Will ensure Attendance Concern Letter 3 is sent where they will advise you about the serious concerns around your child's attendance and agree an action plan to support improvement. You will be advised that legal action will be taken should this not improve.
Will coordinate home visits to ensure we can discuss attendance concerns with you.
Will work with other agencies to support you and your child as appropriate.

97% - 100%

Congratulations. Your child's attendance is excellent. Students in this band are eligible for a range of rewards from achievement points to trips and prizes. A student in this band is highly likely to achieve the best progress for their ability and will have excellent attendance on their reference.

95% - 96%

Your child's attendance is below Werneth's expected percentage. Your child may have been ill. This is understandable but not without cost. It is important to catch up on work and maintain good attendance over the coming weeks. Attendance can be improved by being on time every day and ensuring all appointments are made outside of school hours. A student in this band will continue to make progress but will need to work hard to maintain this.

92% - 94%

Your child's attendance is a cause for concern and is significantly below Werneth's expected percentage. Lost learning will make progress difficult and there is a risk of under achievement. Your child must speak to their teachers to catch up with work and you may be asked to meet with the Attendance Team to discuss everything that is affecting your child's attendance.

91% & BELOW

Your child's attendance is a serious cause for concern and there is a severe risk of under achievement. Your child is classed as a persistent absentee. If their attendance is 90% or below this means they have already missed 10% of their learning and are unlikely to reach their full potential and gain fewer qualifications. This will have a significant impact on their future choices for learning and employment.



PUNCTUALITY

All students are expected to be at school by 8:35am, ready for the start of school at 8:40am. Students who arrive after 8:40am are late to registration and will be recorded with an L in the register. Any student arriving after 9:30am will be recorded as a U mark in the register which counts as an unauthorised absence for that session.

Arriving late to school means your child will miss out on social time, important notices, may feel embarrassed, will not be ready to start the day and will struggle to focus on learning.

You can help by ensuring your child gets up sufficiently early in the morning. Help them organise themselves the night before by making sure their school bag is packed and ready to go.

ILLNESS

All children will be absent from school because of illness at some time. If your child is feeling 'under the weather' but not sick enough to see a doctor, he or she should be encouraged to come to school. Students who become unwell during the school day may be sent home in consultation with yourself.

Where students are frequently absent from minor illness, this may be a cause for concern because it impacts on learning and progress. We will look into this and discuss with you ways we can all support your child.

MEDICAL & DENTAL APPOINTMENTS

We ask that routine and medical appointments are arranged outside of the school day. We acknowledge with some hospital appointments this will not be possible. Where this is not possible students should attend before and after the appointment not absent for the whole morning or afternoon. Evidence of the appointment should be given to the school to ensure we know where students are.



LEAVE OF ABSENCE

Werneth cannot authorise holidays in term time unless there are exceptional circumstances. All family holidays, even those for special occasions, should be booked outside of school term. If you feel your circumstances are exceptional, you must complete a request form outlining this information and submit it before any travel plans are made.

If leave is taken without permission, the school will make a referral to the local authority for a penalty notice to be issued. This may result in a fine of £60 per parent per child.

CONTINUED ABSENCE

The Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, the parent or carer is guilty of an offence. If your child is absent from school regularly, we will offer help and support to improve this. We work closely with Stockport Council and will request that they issue a penalty notice or take legal proceedings in the Magistrates' Court if attendance does not improve.

SUPPORT

Support is always available from the Attendance Team. If you wish to discuss anything that is affecting your child's attendance, please do not hesitate to contact us on **0161 494 1222 (option 2)**. If we have a concern, the Attendance Team will make telephone calls, conduct home visits, send text messages and letters alerting you to this and will work with you to resolve any issues.