



The White Rose Federation

Executive Headteacher: Suzanne MacDonald BEd (Hons), NPQEL

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22nd October 2021

Dear Parents/Carers,

Please find attached a link to the Parent Attendance Policy on our website –
[Pupil Attendance Policy | Chapel Haddlesey CE Primary School \(chapelhaddleseyschool.org.uk\)](https://www.chapelhaddleseyschool.org.uk)

Please can I draw your attention to the following points:

Absences

When a child fails to attend school for one or more sessions this will be recorded as an absence. Unless informed of the absence previously by a parent/guardian, the School Office Manager will phone home from 9.10am on the morning that a child is not in school. Absences will be shown as authorised or unauthorised, following authority guidelines. The school determines whether an absence is authorised or unauthorised using these guidelines.

When absences are unaccounted for, school will telephone all numbers and email all contacts provided as emergency contacts on the Child Record Form to try to ensure all absences are explained. If, by 9.40am, we have had no contact from the family, this will trigger our 'Missing in Education' procedure as a safeguarding concern – this involves informing the Local Authority and Social Care & Early Help Services.

Data is collected and subsequently collated. Attendance figures are published for individual pupils in their school report. Where pupils' attendance causes concern, the parameters and procedures as shown in the Pupils Punctuality and Attendance Policy Statement will be followed (Appendix A) and shared with Educational Social Workers. Attendance information is passed on when pupils transfer to other schools.

Registration and Lateness Procedures

A registration system is in place to record, in an accurate manner, attendance, lateness and absences. This complies with Government and L.A. guidelines.

- School's official starting time is **9.00am**.
- Any child arriving after these times will therefore be registered with a late mark ('L' code in the register).
- Pupils arriving after this time should report to the front door only as they will be required to sign in and provide a reason for the lateness.
- **If a child arrives after registration closes (9.10am for all pupils) they will be marked as an unauthorised absence (code U) for the whole morning session. Note – this is based on**

the Education (Pupil Registration) (England) Regulations 2006 and could be used as evidence against parents if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.

Should you have any queries about these procedures, please do contact Mrs Thornton on s.thornton@wrfed.co.uk.

Yours sincerely



Suzanne MacDonald
Executive Headteacher