

# Lowton West Primary School



## Attendance and Punctuality Policy

**Policy reviewed by Mrs J. Westhead/ Mrs R. Seddon**

**Date policy reviewed:** September 2023

**Ratified by Governing Body:**

Dr G. Merrett (Chair of Governors)

Mrs J. Westhead (Headteacher)

**Review Date:** September 2024

# Lowton West Primary School

## Pupil Attendance Policy

*Aiming High Together*

### **School Vision**

To inspire, achieve and succeed, we will aim high and build dreams and futures together.

### **Mission Statement**

Providing the highest quality education, care and support for the whole school community.

Our mission statement is based on RESPECT:

R = Recognising the needs of the individual child

E = Ensuring a unique and engaging curriculum

S = Supporting each other to learn and achieve

P = Passionate about providing the highest quality education

E = Encouraging creativity, self – expression and imagination

C = Creating confident, resilient, life – long learners

T = The voice of everybody is heard

All the above statements help us to understand how we can all make a positive contribution to the school and the wider community.

### **We will do this through our core values:**

- Respect
- Resilience
- Kindness
- Confidence

We also, at Lowton West Primary School, strive to develop and uphold British Values. The five British values that the Government has identified for schools to focus on are:

- Democracy
- The Rule of Law
- Individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Developing personal and social responsibility
- Respect for British Institutions

There are more details on how our school demonstrates and develops these British Values in our British Values Policy and on our website.

# Lowton West Primary School

## Pupil Attendance Policy

Date of Policy: September 2023

### Rationale

The Governors and staff at our school expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

'This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment'. *Working Together to Improve School Attendance (Guidance for maintained schools, academies, independent schools and local authorities) September 2022*

The government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and,
- act early to address patterns of absence.
- Parent/carers to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.

In response to this we aim to:

- Create a strong culture of high attendance and punctuality throughout the whole school.
- Have high expectations for every pupil's attendance at school.
- To establish and sustain improved levels of attendance above 96%
- To set expectations about attendance from the outset
- To explain to pupils and parents why good attendance is important and how it helps pupils achieve.
- To listen to parents to find out why their children are not attending well enough and act accordingly
- To challenge parents, who do not make sure that their children attend but also offer support when needed
- To ensure that registers are completed accurately, consistently and reliably and that analysis of attendance data is used to provide an effective monitoring system and to inform practice and target resources

- To identify pupils and groups of pupils whose absence or lateness is giving cause for concern and target resources to work toward the resolution of any difficulties being experienced
- To reduce the percentage of persistent absentees (attendance 90% and below)
- To promote an effective whole-school approach to the management of attendance where each member of the school community, including staff, governors, parents and pupils, is aware of their roles and responsibilities and makes an effective contribution
- To make attendance 'everyone's business' in school and to understand the relationship between attendance, curriculum, ethos, behaviour and inclusivity
- To establish working partnerships with parents/carers, other support agencies and the wider community to address attendance issues
- To ensure that policy and procedures on attendance and punctuality are always effective and applied consistently in practice

Excellent attendance will be encouraged and recognised by all staff. Letters will be sent home termly indicating your child's percentage of attendance as follows:

**Red: 90% and under**

**Amber: 90.1 – 95.9%**

**Green: 96%+**

## **The Law relating to attendance**

The guidance below summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents.

These requirements are contained in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full-time education suitable: -

(a) to age, ability and aptitude and

(b) to any special educational needs, he/ she may have

either by regular attendance at school or otherwise'

Section 444 (1) and (1A) state; (1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.

(1A) If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so, he is guilty of an offence.

The Supreme Court has given its judgment on the meaning of what is meant by “attend regularly” at school for the purposes of section 444 of the Education Act 1996. The Supreme Court decided that “regularly” meant in accordance with the rules prescribed by the school” April 2017

## **The Law relating to safeguarding**

Section 175 of the Education Act 2002 requires governing bodies of maintained schools and FE colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. *Details of other relevant legislation can be found in appendix 1. Please also see Working Together to Safeguard Children July 2018*

Children may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility and within the context of this school, promoting the welfare and life opportunities for each child encompasses;

Attendance  
Behaviour Management  
Health and safety  
Access to the curriculum  
Anti-Bullying

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

## **School Procedures**

Under the Education (Pupil Registration) (England) Regulations 2006 the Governing Body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised. *See appendix 2 for the absence codes used.*

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded. On both occasions, the school will record whether every pupil is one of the following:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school will then follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school’s electronic register.

Only the Head teacher or member of staff acting on their behalf can authorise absence.

## **Absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason. If your child is ill or cannot attend school for any other reason, parents/carers must contact the school, on the first day of absence by telephone, no later than 9:15am. School can also be contacted by email if preferred at:

[enquiries@admin.lowtonwest.wigan.sch.uk](mailto:enquiries@admin.lowtonwest.wigan.sch.uk)

Reasons for absences should always be followed up in writing to school.

Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and, as a result, the absence may be unauthorised.

Keeping your child off school with minor ailments e.g. slight cold, is not acceptable.

Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery or a medical professional. This may be in the form of a name and dated stamped appointment card, prescription or medicine bottle which must be shown to a member of the school office. *Please also see the NHS guidance - Is my child too ill for school? NHS April 2021*

In cases where the absence is for attending a medical appointment, we request that you let the school know as early as possible so that the appropriate authorised absence code can be entered. However, where possible, we would encourage you to make all medical appointments outside of school hours.

Where a child has not arrived in school at the close of the register, and parents have not contacted school as to the reason for this absence, then school will telephone the parent/carer to ascertain the reason for non-attendance. If we cannot get a reason or gain contact with you, this will be marked down as an unauthorised absence and is also a safeguarding concern. In cases where we have significant safeguarding concerns we will contact Wigan's Multi Agency Safeguarding Team and may request an official Welfare Check from the Police.

## **Persistent Absence (PA)**

A pupil is classified as a persistent absentee if they miss 10 % or more of their own possible sessions.

In response to this and to try and prevent pupils from falling into this category, the school tracks and monitors any pupils who have an attendance figure of 96% and under. Pupils are closely monitored and appropriate interventions are made. This include, letters, phone calls, home visits and meetings.

After all appropriate interventions have been sort alongside parents/carers and attendance still remains a concern, we may refer to Wigan Council's Attendance Team.

*Please refer to Persistent Absence Flowchart in Appendix 3 and Attendance letters in Appendix 3 – 8 (N.B. these letters are guidance templates only and are subject to changes/ slight amendments as deemed appropriate).*

## Punctuality

| Year group              | Drop off time   | Registration time | Late mark  | Unauthorised late mark  | Collection time |
|-------------------------|-----------------|-------------------|--|---|-----------------|
| Reception               | 8.50am – 9.00am | 9.00am-9.05am     | Children arriving after 9.05am will receive a 'late' mark (L)  | Children arriving after 9.35am will receive an unauthorised 'late' mark (U) | 3.05pm          |
| Year 1 and 2            | 8.50am – 9:00am | 9.00am-9.05am     | Children arriving after 9.05am will receive a 'late' mark (L)  | Children arriving after 9.35am will receive an unauthorised 'late' mark (U) | 3.05pm          |
| Year 3, 4, 5 and Year 6 | 8.40am – 8.50am | 8.50am-8.55am     | Children arriving after 8.55 am will receive a 'late' mark (L) | Children arriving after 9.25am will receive an unauthorised 'late' mark (U) | 3.10pm          |

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of their academic ability.

Please see above table showing each year group's drop off, registration and collection times. The class teacher will take a register recording who is present and absent from school at **the above times for each year group**. Any pupil arriving at school after the end of their class's registration period, will need to inform the school office that they are late. There will not be staff available to supervise latecomers after the gates have closed. Parents need to inform school of the reason for lateness (via the school office). Any queries in relation to a pupil's lateness will be followed up by the school Office Staff or the school's Attendance Officer.

Pupils at Lowton West are expected to arrive on time every day. In order to support and encourage this, staff members will regularly monitor the school gates and late arrivals. All pupils' punctuality will be tracked by number of sessions late and monitored. Any pupil who is arriving late on a regular basis will be followed up with the appropriate intervention. This could include letters, phone calls, home visits and meetings in school.

### Requests for Leave of Absence and Holidays in Term Time

We believe that children need to be in school for all sessions in order for them to achieve their maximum potential. We strongly discourage parents and carers from arranging any holiday or absence during term time as they are not in the best interests of the child.

In accordance with DfE regulations, school is unable to grant leave of absence for pupils unless there are exceptional circumstances. Applications for leave of absence must be made in advance. School must be satisfied that circumstances warrant the leave of absence. Leave of absence is granted at the Head teacher's discretion. Where a leave of absence is granted, the Head teacher will determine the number of days a pupil can be away from school. Where the leave of absence is not granted and therefore unauthorised, (code G) action may be taken by referral to Wigan Council Attendance Team which could result in an Education Penalty Notice being issued.

### **Education Penalty Notices (EPN)**

Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Officers, Headteachers and the Police to issue penalty notices for unauthorised absence from school.

The Education (Penalty Notices) (England) Regulations 2004 came into force on 27<sup>th</sup> February 2004. These were updated by the Education (Penalty Notices) (England) Regulations 2007 (as amended).

Section 444(A) of the Education Act 1996 empowers the local authority to issue Education Penalty Notices in cases of unauthorised absence from school.

School is responsible for issuing an Education Penalty Notice warning letter to each parent at the beginning of the academic year and then subsequently each term (Appendix 9). For any mid-year admissions to the school all parents will receive the Education Penalty Notice warning letter as part of their intake meeting.

### **For the purposes of the protocol, the legal definitions of 'parent' are:**

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person

A separate penalty notice will be issued to each parent for every child who is not attending school. For each child there should be an Education Penalty Notice warning letter issued to each parent during an academic year.

School will complete Education Penalty Notice request form if a child falls within one or more of these categories within a 12-week period;

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

Parents may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

### **Payment of Penalty Notices**

The payment of an Education Penalty Notice will be £60 if paid within 21 days, increasing to £120 to be paid within 28 days.

### **Non-payment of Education Penalty Notices**

If payment is not received within 28 days, the Local Authority will consider prosecution for the unauthorised absence to which the Education Penalty Notice relates.

Non-payment of an Education Penalty Notice may result in legal action being taken by the Local Authority. These actions will be considered where a significant improvement of school attendance is not apparent.

The instigation of legal proceedings for unauthorised absence from school under Section 444 (1) of the Education Act 1996 may also be considered where it is deemed to be appropriate.

### **Children Missing Education**

“Children going missing from school, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future” Children Missing Education Statutory guidance for local authorities Sept 2016.

School's responsibilities include;

Ensuring that all pupils are entered on to the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

All pupils' attendance is monitored through their daily register. If a pupil fails to attend regular or have missed 10 school days without permission, school will take the necessary steps in ascertaining the child's whereabouts before contacting the local authority to investigate further.

Attendance is monitored closely and poor or irregular attendance is addressed at the earliest opportunity. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the

whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

School will also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance.

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Further information about schools' safeguarding responsibilities can be found in *Keeping Children Safe in Education statutory guidance Sept 2023*.

Please also refer to Wigan Children Missing Education Policy on Wigan's Local Authority Website.

Lowton West Primary school refers to the Children Missing Education Statutory Guidance for local authorities and follows the Wigan Council Children Missing Protocol should such cases arise.

## **Early Help**

"Providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Early help can also prevent further problems arising; for example, if it is provided as part of a support plan where a child has returned home to their family from care, or in families where there are emerging parental mental health issues or drug and alcohol misuse" *Working Together to Safeguard Children July 2018*.

The Children Act (2004) as amended by the Children and Social Work Act 2017 states our statutory duty to co-operate, it emphasises the need for Local Authorities and relevant partners to work together to meet children's needs. Early Help Assessment is Wigan's response to this statutory duty to co-operate.

Wigan's Multi Agency Safeguarding Hub (MASH) is responsible for monitoring and promotion of the Early Help Framework on behalf of Wigan Safeguarding Children Board (WSCB). All children and young people should have their needs assessed holistically and if receiving support over and above the universal provision, this is to be recorded and coordinated using the Early Help Framework. This is detailed with the Wigan Safeguarding Children Board Threshold of Need Document.

The Early Help process allows professionals to work with families to identify children's needs at a very early stage. It is designed to draw out the strengths and areas for development within a family. Following an assessment, an action plan is developed then reviewed on a regular basis until outcomes have been achieved.

At Lowton West Primary school, we will use the Early Help process where a family needs a further support plan following initial intervention. We will also refer to Wigan Startwell Team for additional targeted support where required.

*For further information on Early Help please see Working Together to Safeguard Children July 2018.*

### **Long-term absence**

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home so that they can keep up with their school work.

If the absence is likely to continue for an extended period, the school will contact the Local Authority (LA) support services so that arrangements can be made for the child to be given some tuition outside school.

### **Rewards and strategies used to promote good attendance**

Children who have 100 per cent attendance in any one year will receive an excellence certificate for attendance, presented at the end of the year Celebration Assembly.

All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance. These children will also be entered into a raffle (there will be prizes for the first three 100% raffle winners drawn in the raffle). Pupil attendance figures will be published with the annual academic reports.

### **Attendance Targets**

The school sets attendance targets each year. These are agreed by the senior staff and Governors during the Autumn term. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the DfE and Local Authority guidance when setting its own targets.

Our school Attendance Target for the forthcoming year:

2023/ 24 - 96%

### **Monitoring and review**

The Governing body has a strategic responsibility to monitor attendance and they will request a termly report from the Head teacher. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of three years.

The rates of attendance will be reported on the school website, on the newsletter and in the termly Head teacher's report to the governing body.

This policy will be reviewed by the governing body every year, or earlier if considered necessary.

## **Equal Opportunities**

The governing body will pay particular attention to matters of equality and diversity; it will seek to ensure that the school abides by the statutory duties of the Equality Act 2010, and that no child is treated unfairly because of race or ethnic background, gender or disability.

## Useful Links Section

### **Register and Admission Roll Keeping.**

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006  
Please read alongside - Changes Pupil Registration Regulations 2016

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

The Education Act 2002

### **Guidance documents on attendance/safeguarding/exclusion**

Summary table of responsibilities for school attendance.

A Guide to Absence Statistics March 2019

Working Together to Improve School Attendance (Guidance for maintained schools, academies, independent schools and local authorities) September 2022

Working Together to Safeguard Children July 2018

Keeping Children safe in Education September 2023

Is My Child too ill for school? NHS guidance April 2021

Children Missing Education statutory guidance for local authorities September 2016

Children Missing Education (CME) and Pupil Mobility Policy Wigan Council June 2023

Wigan Local Authority Supported Transfer Protocol (see Wigan Council Website)

The legislation relevant to safeguarding and promoting the welfare of children is set out below

Main Acts of Parliament

- The Children Act 1989 and 2004;
- Education Act 2002; Section 175
- Safeguarding Vulnerable Groups Act 2006 as amended;
- Protection of Freedom Act 2012.
- Children and Families Act 2014
- Working Together to Safeguard Children July 2018
- Keeping Children Safe in Education September 2023

For further details, please visit [www.legislation.gov.uk](http://www.legislation.gov.uk)

### The registration system

The School will use *computerised system* for keeping the school attendance records. The following national codes will be used to record attendance information.

| CODE | DESCRIPTION  | MEANING                             |
|------|--|-------------------------------------|
| /    | Present (AM)   | Present                             |
| \    | Present (PM)   | Present                             |
| B    | Educated off site (NOT Dual registration)  | Approved Education Activity         |
| C    | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence                  |
| D    | Dual registration (i.e. pupil attending other establishment)                         | Approved Education Activity         |
| E    | Excluded (no alternative provision made)   | Authorised absence                  |
| F    | Extended family holiday (agreed)   | Authorised absence                  |
| G    | Family holiday (NOT agreed <u>or</u> days in excess of agreement)                    | Unauthorised absence                |
| H    | Family holiday (agreed)  | Authorised absence                  |
| I    | Illness (NOT medical or dental etc. appointments)                                    | Authorised absence                  |
| J    | Interview  | Approved Education Activity         |
| L    | Late (before registers closed)   | Present                             |
| M    | Medical/Dental appointments  | Authorised absence                  |
| N    | No reason yet provided for absence   | Unauthorised absence                |
| O    | Unauthorised absence (not covered by any other code/description)                     | Unauthorised absence                |
| P    | Approved sporting activity   | Approved Education Activity         |
| R    | Religious observance   | Authorised absence                  |
| S    | Study leave  | Authorised absence                  |
| T    | Traveller absence  | Authorised absence                  |
| U    | Late (after registers closed)  | Unauthorised absence                |
| V    | Educational visit or trip  | Approved Education Activity         |
| W    | Work experience  | Approved Education Activity         |
| X    | Untimetabled sessions for non-compulsory school-age pupils                           | Not counted in possible attendances |
| Y    | Enforced closure   | Not counted in possible attendances |
| Z    | Pupil not yet on roll  | Not counted in possible attendances |
| #    | School closed to pupils  | Not counted in possible attendances |

# LOWTON WEST PRIMARY SCHOOL

MRS J. WESTHEAD B.Ed.(Hons), NPQH | HEADTEACHER  
DR. G. MERRETT MA, Med | CHAIR OF GOVERNORS



Slag Lane | Lowton | Warrington  
Cheshire | WA3 2ED

**t:** 01942 724865

**f:** 01942 721402

**e:** [enquiries@admin.lowtonwest.wigan.sch.uk](mailto:enquiries@admin.lowtonwest.wigan.sch.uk)

Date

## ATTENDANCE REQUIRES IMPROVEMENT

Dear Parent/Carer of \_\_\_\_\_,

During a routine attendance check of all children at Lowton West Primary School, it was noted that your child has been absent on a number of occasions.

Between \_\_\_\_\_ and your child was absent on \_\_\_\_\_ occasions.

I am aware that you have let school know the reasons for these absences however, regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables pupils to keep up with the work required.

Below is guidance as to how absence impacts upon attendance each term and over the year.

| Attendance Percentage | Day missed over an average school term (approximately) | Days missed over a school year (approximately) |
|-----------------------|--|--|
| 100%                  | 0  | 0  |
| 95%                   | 3 ½  | 9.5  |
| 90%                   | 6 ½  | 19   |
| 85%                   | 10   | 28.5   |

I will continue to monitor your child's attendance and I look forward to seeing an improvement. Where there is a medical issue, please ensure that the school office have relevant doctor's notes and appointment details so we can authorise the absences.

Yours sincerely,

Mrs R. Seddon  
Attendance and Welfare Manager



www.**lowtonwest**.wigan.sch.uk

Appendix 4

# LOWTON WEST PRIMARY SCHOOL

MRS J. WESTHEAD B.Ed.(Hons), NPQH | HEADTEACHER  
DR. G. MERRETT MA, Med | CHAIR OF GOVERNORS



Slag Lane | Lowton | Warrington  
Cheshire | WA3 2ED

**t:** 01942 724865

**f:** 01942 721402

**e:** [enquiries@admin.lowtonwest.wigan.sch.uk](mailto:enquiries@admin.lowtonwest.wigan.sch.uk)

Date

## ATTENDANCE MEETING

Dear Parent/Carer of \_\_\_\_\_,

Following a routine attendance check of all children at Lowton West Primary School, I am writing to inform you that your child's attendance has dropped below the school target of 96% and is currently (*insert percentage*) which is starting to cause us concern. Attendance below 90% is classed as Persistent Absence and may result in involvement from the Local Authority.

In order to ensure that we work together to improve your child's attendance, I would be grateful if you would attend a meeting in school at (time and date). At this meeting we will be able to look in detail at your child's attendance pattern, discuss any support needed and agree on a way forward to ensure that we see this figure improve.

Yours sincerely,

Mrs R. Seddon  
Attendance and Welfare Manager



www.**lowtonwest**.wigan.sch.uk

# LOWTON WEST PRIMARY SCHOOL

MRS J. WESTHEAD B.Ed.(Hons), NPQH | HEADTEACHER  
DR. G. MERRETT MA, Med | CHAIR OF GOVERNORS



Slag Lane | Lowton | Warrington  
Cheshire | WA3 2ED

**t:** 01942 724865

**f:** 01942 721402

**e:** [enquiries@admin.lowtonwest.wigan.sch.uk](mailto:enquiries@admin.lowtonwest.wigan.sch.uk)

Date

## PUNCTUALITY REQUIRES IMPROVEMENT

Dear Parent/Carer of \_\_\_\_\_,

During a weekly register check I have noted your child has arrived late on a number of occasions.

Please refer to the table below, clearly stating each year group's registration time and when your child will be marked as late in the register.

| Year group            | Drop off time   | Registration time | Late mark  | Unauthorised late mark  | Collection time |
|-----------------------|-----------------|-------------------|--|---|-----------------|
| Reception             | 8.50am – 9.00am | 9.00am-9.05am     | Children arriving after 9.05am will receive a 'late' mark (L)  | Children arriving after 9.35am will receive an unauthorised 'late' mark (U) | 3.05pm          |
| Year 1 and 2          | 8.50am – 9:00am | 9.00am-9.05am     | Children arriving after 9.05am will receive a 'late' mark (L)  | Children arriving after 9.35am will receive an unauthorised 'late' mark (U) | 3.05pm          |
| Year 3 4 5 and Year 6 | 8.40am – 8.50am | 8.50am-8.55am     | Children arriving after 8.55 am will receive a 'late' mark (L) | Children arriving after 9.25am will receive an unauthorised 'late' mark (U) | 3.10pm          |

Between (date) and (date) your child arrived late on ( ) occasions.

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

The table below shows how punctuality impacts upon attendance over one full academic year.

| Minutes Late per day | Days lost (over 1 full academic year) |
|----------------------|---------------------------------------|
| 5                    | 3                                     |
| 10                   | 6.5                                   |
| 15                   | 10                                    |
| 20                   | 13                                    |
| 30                   | 19                                    |

We understand that a child may be late as a 'one off' but persistent lateness is not acceptable at Lowton West Primary School.

Your child's punctuality is beginning to cause us concern and we look forward to seeing this improve over the coming weeks.

Yours sincerely,

Mrs R. Seddon  
Attendance and Welfare Manag

# LOWTON WEST PRIMARY SCHOOL

MRS J. WESTHEAD B.Ed.(Hons), NPQH | HEADTEACHER  
DR. G. MERRETT MA, Med | CHAIR OF GOVERNORS



Slag Lane | Lowton | Warrington  
Cheshire | WA3 2ED

**t:** 01942 724865

**f:** 01942 721402

**e:** [enquiries@admin.lowtonwest.wigan.sch.uk](mailto:enquiries@admin.lowtonwest.wigan.sch.uk)

Date

## PUNCTUALITY MEETING

Dear Parent/Carer of \_\_\_\_\_,

During a weekly register check I have noted your child has arrived late on a number of occasions.

Please refer to the table below, clearly stating each year group's registration time and when your child will be marked as late in the register.

| Year group        | Drop off time   | Registration time | Late mark  | Unauthorised late mark  | Collection time |
|-------------------|-----------------|-------------------|--|---|-----------------|
| Reception         | 8.50am – 9.00am | 9.00am-9.05am     | Children arriving after 9.05am will receive a 'late' mark (L)  | Children arriving after 9.35am will receive an unauthorised 'late' mark (U) | 3.05pm          |
| Year 1 and 2      | 8.50am – 9.00am | 9.00am-9.05am     | Children arriving after 9.05am will receive a 'late' mark (L)  | Children arriving after 9.35am will receive an unauthorised 'late' mark (U) | 3.05pm          |
| Year 3 4 5 and Y6 | 8.40am – 8.50am | 8.50am-8.55am     | Children arriving after 8.55 am will receive a 'late' mark (L) | Children arriving after 9.25am will receive an unauthorised 'late' mark (U) | 3.10pm          |

Between (date) and (date) your child arrived late on ( ) occasions.

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of their academic ability.

We understand that a child may be late as a 'one off' but persistent lateness is not acceptable at Lowton West Primary School.

We are currently concerned about the level of your child's lateness and I would like to discuss this with you in more detail.

I would be grateful if you would attend a meeting in school on (date/ time).

Yours sincerely,

Mrs R. Seddon  
Attendance and Welfare Manger

# LOWTON WEST PRIMARY SCHOOL

MRS J. WESTHEAD B.Ed.(Hons), NPQH | HEADTEACHER  
DR. G. MERRETT MA, Med | CHAIR OF GOVERNORS



Slag Lane | Lowton | Warrington  
Cheshire | WA3 2ED

**t:** 01942 724865

**f:** 01942 721402

**e:** [enquiries@admin.lowtonwest.wigan.sch.uk](mailto:enquiries@admin.lowtonwest.wigan.sch.uk)

**Date**

## Invite to Early Help Meeting

Dear Parent/Carer of \_\_\_\_\_

I would like to invite you to an Early Help meeting.

The purpose of this meeting is to complete an Early Help Assessment, identify any support you may need and devise an Action Plan focussed around your child's needs.

If it is identified that you require a more targeted service, we will call a Team Around the Child meeting (TAC) and invite the appropriate agency to contribute towards meeting your child's needs.

I would be grateful if you would come to school on (insert time/ date).

Yours sincerely,

Mrs R. Seddon  
Attendance and Welfare Manager



[www.lowtonwest.wigan.sch.uk](http://www.lowtonwest.wigan.sch.uk)

# LOWTON WEST PRIMARY SCHOOL

MRS J. WESTHEAD B.Ed.(Hons), NPQH | HEADTEACHER  
DR. G. MERRETT MA, Med | CHAIR OF GOVERNORS



Slag Lane | Lowton | Warrington  
Cheshire | WA3 2ED

**t:** 01942 724865

**f:** 01942 721402

**e:** [enquiries@admin.lowtonwest.wigan.sch.uk](mailto:enquiries@admin.lowtonwest.wigan.sch.uk)

Date

Dear Parent/Carer,

## Education Penalty Notice Warning for Non-School attendance

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue an Education Penalty Notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period:

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

you could receive an Education Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Education Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay an Education Penalty Notice may result in prosecution (a separate Education Penalty Notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive an Education Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact school and ask for support.

Yours sincerely,

Mrs J. Westhead  
Headteacher



[www.lowtonwest.wigan.sch.uk](http://www.lowtonwest.wigan.sch.uk)