

Attendance– A school day

8:45	School gates open staff on gates. Pupils can go straight into class
8:55	School gates closed and morning register is taken. Any pupil arriving between 8:55 and 9:25 will be marked as late.
9:25am	Morning register is closed any child arriving after 9:25 may be marked as U– unauthorised absence for that session unless other circumstances apply and have been shared with the school office.
10am	Parents/carers are contacted if we have not had a reported reason for absence. If no reason for absence is given this may be recorded as O– unauthorised absence
1:15pm	Afternoon register is taken. Parents/carers will be contacted again for pupils who are still absent and we still do not have a reason for absence, if we still have no reason for absence we may make a home visit to ensure our safeguarding duties are fulfilled.
3:25pm	End of school day children are collected from their playground.

Please note: From August 19th 2024 the Government have introduced a new 'national framework for Penalty Notices' If your child has 10 sessions of unauthorised absence in a 10-school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and do not have to be consecutive.

The Good Attendance Guide

The minimum percentage we expect is 97% attendance
This means missing no more than 5 days in a year

0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Good attendance at school is the single most important factor to ensure that young people have the maximum life chances – attendance is strongly linked to educational achievement. Promoting positive school attendance is everyone's responsibility.

Good attendance is important in order for our students to:

- Achieve their potential.
- See themselves as an important part of the school community and to value and respect school life.
- Develop a positive attitude towards school and maintain good habits of punctuality and attendance.

Absence:

If your child is absent from school, please call the school office 01952 387880 or via a3129@telford.gov.uk on the first day of absence, before 8:55 am or as soon as possible stating the reason. On subsequent days, you must continue to inform the school office before 8:55am.

Lateness:

Any child who arrives after 8:55am will be late. Parents/carers must sign their child into school at the main office.

Leave of Absence:

Time off must be requested using the school's leave of absence form. This form can be obtained from the school office or our web site [Request for leave | Wrockwardine Wood Church of England Junior School \(wrockwardinewoodjunior.org.uk\)](#)

More attendance information can be found in our policy [Attendance | Wrockwardine Wood Church of England Junior School \(wrockwardinewoodjunior.org.uk\)](#)