Much Wenlock Primary School and Nursery

Unlocking Potential – Empowering Every Child to Thrive

Attendance Information

Introduction

Much Wenlock Primary School and Nursery is proudly recognised as an Inclusive Attendance school. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance and belonging.

The Importance of School Attendance at Much Wenlock Primary School and Nursery

School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and future prospects, making it an indispensable aspect of any educational system. Regular attendance to school can have a significant impact on:

- **Improved Learning and Academic Success**: Regular attendance helps children stay on track with the curriculum, perform better in exams, and avoid knowledge gaps that can hinder long-term progress.
- **Social and Personal Development**: Being in school consistently supports social interaction, builds friendships, and helps children develop essential life skills like responsibility and time management.
- **Wider Impact and Responsibility**: Attendance strengthens teacher-student relationships, encourages engagement in school life, and is a legal responsibility for parents, contributing to the well-being of the wider community.

Supporting Attendance at Much Wenlock Primary School and Nursery

To address any identified attendance issues effectively, at Much Wenlock Primary School and Nursery will implement a range of strategies such as early intervention, support for vulnerable families, intervention programmes, and creating a positive and inclusive school environment. Understanding the specific factors affecting attendance for individual children and families is crucial for developing any targeted interventions and support systems to improve attendance outcomes. Our multi-tiered system of support (MTSS) framework provides a comprehensive attendance intervention system that includes staff, children, parents, and external agencies, fully aligned with DfE guidelines. The Attendance Policy is closely linked to other key policies such as Behaviour, Teaching and Learning, Safeguarding, Mental Health, SEND, and Pupil Premium.

<u>Multi-Tiered System of Support (MTSS):</u>

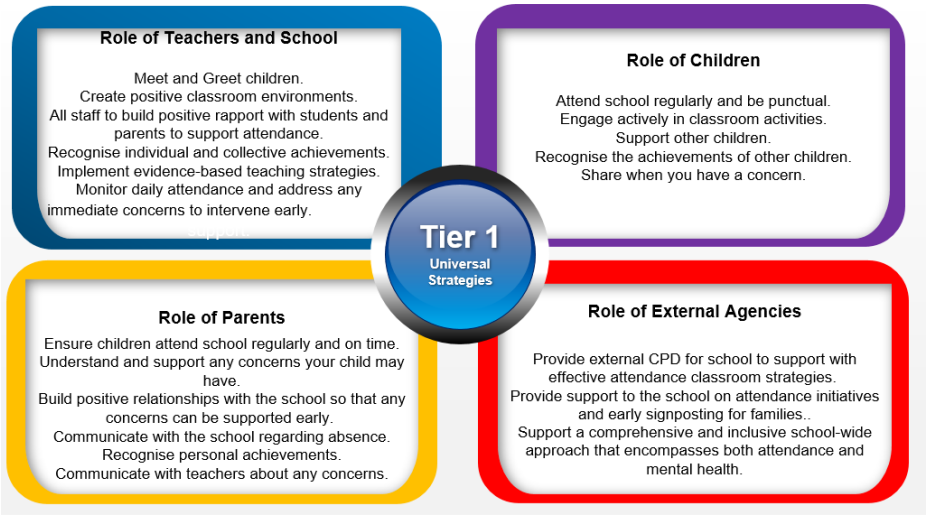
Our MTSS framework provides a comprehensive attendance intervention system that includes staff, children, parents, and external agencies, fully aligned with DfE guidelines.

o Tier 1: Universal support for all children.

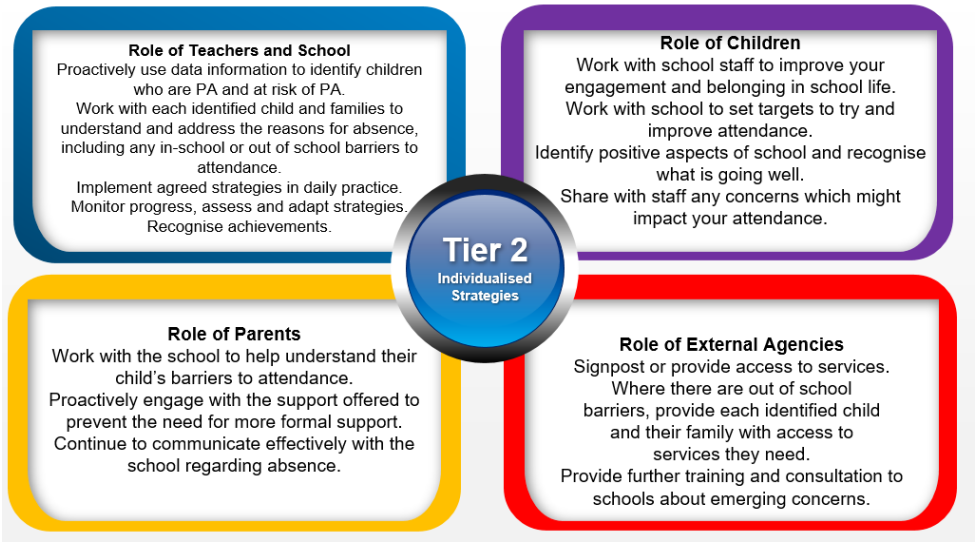
o Tier 2: Early internal support and intervention.

o Tier 3: Higher need support for children and families requiring external agency assistance.

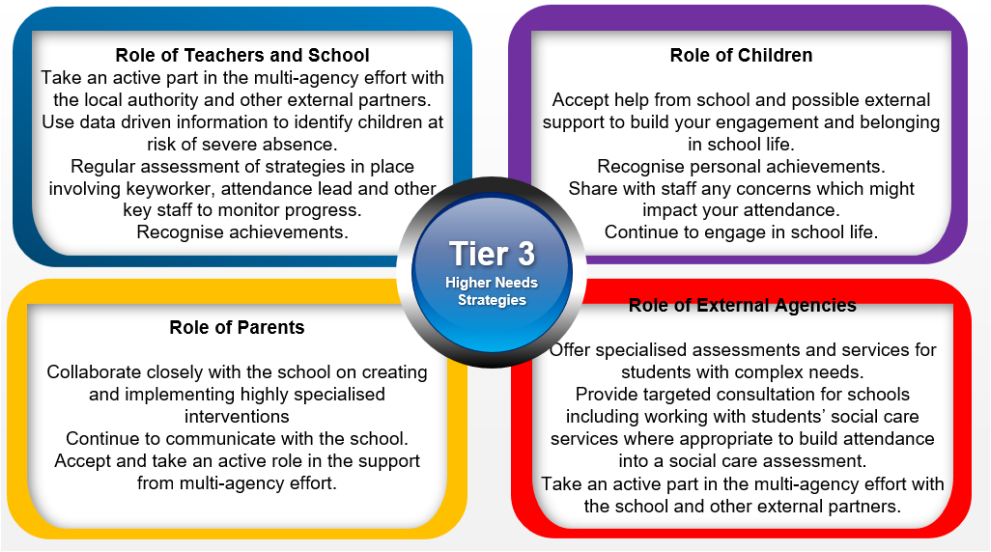
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



Attendance Procedure

Contact Information

- **School Office (first point of contact for absence reporting):**
  📞 01952 727634
  ✉️ info@wps.318education.co.uk
- **Headteacher & DSL (Attendance Lead):**
  Rachel Howell-James
  📞 01952 727634
  ✉️ info@wps.318education.co.uk
- **Attendance & Behaviour Strategic Lead:**
  Emma Price
  📞 01952 727634
  ✉️ info@wps.318education.co.uk

Registration

- **School gates open:** 08:30
- **On-time entry:**
  - Years 1–6: via the main playground entrance at 08:35
  - Reception: via EYFS classroom door at 08:35
  - Nursery: via Nursery classroom door at session time (see Nursery handbook)
- **Late arrival:**
  - Pupils arriving after doors close at 08:45 must enter via the school office and are marked **Late**.
  - Pupils arriving after 09:00 are marked **Late After Registers Close**. They must sign in at the office and provide a reason.

Registration session	Start time	End time
Morning	08:35	08:45
Afternoon	13:00	13:10

Absence Procedures

- **Parent responsibility:** Parents/carers must contact the school by **09:00** on the first day of absence.
- **How to report absence:**
  - Phone: 01952 727634
  - Email: info@wps.318education.co.uk
  - **Details required:** Please provide a specific reason (e.g. “throat infection”, “sickness”) rather than a general comment such as “unwell”.

Follow-up for Unexplained Absence

- **By 10:00:** If no reason is provided, the school will phone parents/carers.
- **If no contact made:** An email will be sent requesting explanation.
- **By 11:00:** A second phone call will be made if there is still no response.
- **If concerns remain:** If we cannot make contact and are concerned for your child’s safety, a member of staff may carry out a **Safe and Well check**.

All absences without valid explanation are recorded as **Unauthorised Absence**.

Much Wenlock Primary School and Nursery Recognition-Based Approach

Our attendance philosophy is rooted in a recognition-based approach that recognises both personal and collective achievements. This approach serves to thwart isolation, prevent victimisation, cultivate positive environments, nurture relationships, foster inclusivity, and ultimately cultivate intrinsic motivation among our children, families, and staff.

- **Attendance Recognition:** Awarded weekly to a nominated pupil by their class teacher, who displays positivity to their attendance linked to our school values. This is celebrated in assembly and encourages teamwork and a shared sense of responsibility. Children with ongoing medical appointments are not disadvantaged – we make sure attendance awards reflect only the time they are expected to be in school.
- **Certificates:** Recognition for pupils with excellent attendance across a term or year. For children with ongoing medical issues, medical appointments will not be counted against them in attendance award data.
- **Positive Praise:** Staff acknowledge and encourage children for being on time and ready to learn, building good habits.

Support for Families

We recognise that some absences are unavoidable, and responsibility for attendance lies with parents and carers. Our role is to work closely with families to overcome barriers:

- **Open Communication:** Parents are encouraged to inform us early if attendance challenges arise.
- **Health and Medical Needs:** We work with families and health professionals to support attendance (e.g. adjusted routines, flexible transition back into school after illness).
- **Early Support:** Where attendance drops, we hold supportive conversations with parents to identify barriers and solutions.
- **Partnership with Agencies:** If needed, we liaise with the Education Welfare Officer or other professionals to support families in improving attendance.

Definitions:

Persistent Absence (PA): Attendance at or below 90%, equating to 19 or more missed school days per year.

Risk of Persistent Absence: Attendance consistently below 95%, translating to between 10 to 18 days of absence.

Severe Absence: Students absent more than 50% of the time, requiring intensive support and potential flexible adjustments to facilitate regular attendance.

Reminder for Parents:
Every day in school matters. Regular attendance enables pupils to achieve their best, build friendships, and take part in the full life of the school.