



The Shevington Federation



Millbrook Primary School Attendance Policy

Governor approval:- *Pending*

Review:- September 2025

Aims

- For each child to reach their full educational achievement a high level of school attendance is essential.
- We will consistently work towards a goal of 100% attendance for all children.
- Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.
- School attendance is subject to various education laws. Millbrook Primary schools attendance policy is written to reflect these laws and the guidance produced by the Department for Education.
- All parents/carers will receive a copy of our attendance bulletin throughout the academic year.
- Each term the Headteacher and Pastoral Manager will examine its attendance and absence figures and set attendance and absence targets to reflect both national and Wigan Local Authority attendance targets.
- Millbrook will review its systems for improving attendance at regular intervals to ensure we are achieving set targets.
- This policy will contain within it, the procedures that the school will use to meet our attendance target of 97% which has been set by the Governing Body.

School Procedures

Any child absent from school at morning or afternoon registration and we are not aware of their absence, it will be recorded as being unauthorised. Only the Executive or Deputy Executive Headteacher can authorise an absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised. (O code)

Punctuality

- School starts at 08:45am
- Morning registration will take place at 08:50am
- Pupils arriving after 08:50am must enter school through the main entrance where they will be marked as late.
- Any pupil arriving after 09:10am this will be marked as an unauthorised absence.

Absence Procedure

- Parents/carers must inform school of the reason for their child's absence preferably on Parent Mail or alternatively via the school office 01257 404552 by 8.45am each day your child is absent.
- Staff will contact parents/carers of children who have not notified school.
- Social Care or the Police may be contacted if school has concerns for a child's safety and well-being, especially if no information is received.

Your child's current and previous school attendance will be taken into consideration and as a result the absence may be recorded as unauthorised.

Repeated absences may require us to request medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle.

Please consider your child's symptoms before keeping them off school for the day. Children do get better throughout the day and we will always send children home who are unwell.

Medical Appointments

Whenever possible; medical appointments should be made for out of school hours or at the end of the day.

Medical appointments will be an authorised absence.

Information sharing with parent/carers

Each term an attendance report is sent with the child's report. This will be printed on coloured paper, reflecting the level of absence which is instructed by government guidance and Wigan Local Authority.

- 95% Green Paper
- 94.9% - 90% Orange Paper
- 89.9% and below Red Paper

Children Missing in Education

The school has adopted the Local Authority policy for Children Missing Education and follows the guidelines and procedures in this policy.

Attendance monitoring stages of intervention

Stage 1

- When attendance falls below 95%, a letter is sent to parents/carers to inform them that attendance is at a level of concern.

Stage 2

- In cases where there is a pattern of absences, the school will invite parents/carers to attend a meeting with Wigan LA Attendance Officer.

Stage 3

- If attendance shows little or no improvement, a referral of the case may be escalated to the Local Authority Attendance Enforcement Team who may take up legal proceedings against parents/carers.

Holidays in term time

Holidays during term time will not be authorised by school. Holidays taken will be marked as unauthorised.

Individual Attendance Targeted Support

Support is available for children who struggle with their attendance, please speak to school and share any concerns you have for your child.

Millbrook Primary School Attendance Target

97%