



## **Wrenthorpe Academy Attendance Essentials for Parents**

At Waterton Academy Trust we believe that good attendance underpins every child's ability to learn, make friends and achieve their best. Every school within our Trust follows the Waterton Attendance Policy and develops its own Attendance Strategy to reflect its unique community, routines and support systems.

At Wrenthorpe Academy, we believe that every day in school counts. Good attendance supports learning, wellbeing, and long-term success. At Wrenthorpe Academy, we know that the best way to help children succeed is by working with parents and carers. We value the strong relationships we build with families and believe that good communication, trust and teamwork make a real difference. Together we can celebrate achievements, spot any worries early, and make sure every child feels happy, supported and ready to learn.

This document sets out what parents at Wrenthorpe Academy need to know at a glance to support good attendance in line with the Waterton Academy Trust Attendance Policy and Tiered Approach to attendance. It also explains how Wrenthorpe Academy promotes excellent attendance, celebrates success, and works with families where attendance becomes a concern through the Tiered Approach to attendance.

### **Working With Parents**

We want every child to attend school at least 96% of the time, as this gives them the best chance to learn and succeed.

- If attendance drops **below 95%**, we will contact you to talk through any concerns and offer support so improvements can be made.
- The government defines **Persistent Absence as attendance below 90%**. At this stage, children miss a significant amount of learning, and we work closely with families to address barriers and put plans in place.

Our tiered approach to attendance shows how we support all families – from celebrating good attendance, to offering extra help when attendance begins to fall, through to more intensive support where it is needed most.

### **The School Day**

The law states that children should arrive at school on time, every day. Each school day has two sessions. The register is taken at the start of the morning session and again at the start of the afternoon session. Pupils attend school for 380 sessions or 190 days during a school year.

- 8:40am - The start of the school day. Doors open to pupils and the registration period begins.

- 8:50am - Registration period closes. All external classroom and cloakroom doors are secured and lessons begin.

## **Late Arrivals**

Late arrivals affect learning and progress and may also disrupt classroom routines for the class as well as the late pupil.

- Arrivals **after 8.50am enter the school through the main door** and report to the school office. Parents are required to record the time of arrival and reason for lateness.
- Pupils who **arrive late, but before the register has closed (between 8:50am and 9:00am)** will be recorded as L in the register. This is counted as a present mark but shows lateness.
- Pupils who arrive late **after the register has closed (9.00am)** will be coded as U (unauthorised) in the register. This is counted as an unauthorised absence.

## **Absence from School**

If your child is too unwell to attend school, parents must notify the school by 9:00am, via telephone 01924 967618 on the first day of absence, clearly stating the reason. Any unexplained absence will be treated as a possible safeguarding concern.

If your child is absent from school without a reason, a member of our team will contact you by phone call at the start of the school day. If we are unable to contact you, we will follow up with an email/message via MCAS and further phone calls. If we are unable to make contact by 11:00am, we will follow up with a possible home visit or referral if concerns remain.

## **Celebrating and Promoting Attendance at Wrenthorpe Academy**

- **Celebrating the class with the highest attendance in our weekly celebration assembly**
- **Half-termly non-uniform day for the class with the highest attendance**
- **Sharing good attendance via our weekly newsletter**
- **Personalised support and celebrations for individual pupils**
- **Pastoral support for individual pupils**

For attendance questions and support contact: Lauren Williams (Attendance Lead/Head of School)