

Brackenwood Infant School

Pulford Road, Bebington, Wirral, Merseyside, CH63 2HN

Email: schooloffice@brackenwood-infant.wirral.sch.uk

Tel: 0151 608 9117

Headteacher: Mr C. Mervyn



Attendance at Brackenwood Infant School

Dear Families of Brackenwood Infant School

At both Brackenwood Infant and Junior Schools we firmly believe that it is vital for a child's development that they attend school regularly. At our schools we describe attendance as:

Green – Attendance of 97% or above

Children will receive a certificate at the end of a half term, celebrating their attendance. Each half term certificate is awarded for a child's previous half term attendance and not their cumulative yearly percentage.

Amber – Attendance between 92% - 96.9%

Teachers will inform families during parents' meetings that their child's attendance is below the government target of 97% and will offer support if needed.

Red – Attendance between 90% - 92%

At the end of a half term (or before if required) the Headteacher will inform families that their child's attendance is below the government target of 97% and that action is needed to improve it. Support will be offered by school if required.

Persistently Absent (Red+) – Attendance below 90%

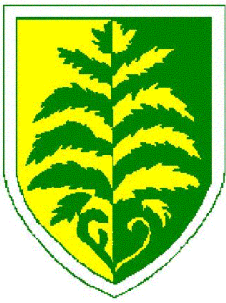
At the end of a half term (or before if required) the Headteacher will inform families that their child's attendance means that they are identified by the government as being 'persistently absent'. Families will be required to meet with the Headteacher to discuss what support may be needed to improve their child's attendance. Should the situation not improve then the Local Authority's Attendance Team may be notified and further action may be taken.

Punctuality

The school day **begins at 8:45am** and the school **gates are closed at 9:00am**. Class **registers are closed by 9:05am** and any child arriving after this point will be marked down as late. Any child arriving at school after 9:30am will be recorded as having an unauthorised absence for their morning session.

*To guide and nurture all children to
shoot for the stars*





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Reporting Absence

Families are required to telephone or email the school if their child is absent or ill, before 9:00am, on every day of their child's absence.

absence@brackenwood-infant.wirral.sch.uk If we have not been informed why a child is not in school, then we will take the required steps to ensure that we know where that child is. This could include contacting a child's emergency contact if we are unable to contact a parent or guardian.

Incentives for Promoting Positive Attendance

To recognise good attendance, certificates are awarded to all children who achieve high levels of attendance (>97%) at the end of each half term.

Requests for Leave of Absence

Please be aware that any leave of absence requests must be submitted using the local authority form (available from the school office) at least 2 weeks before the dates required. The decision whether to authorise any request will be made on a 'case by case,' basis. By law, Headteachers are only able to authorise leave of absence for requests that constitute exceptional circumstances.

Unauthorised Absence

A child's absence will be recorded as unauthorised if we do not receive an acceptable explanation for it, or if the child takes leave of absence during term time without authorisation.

Medical Appointments

The school and local authority's attendance policy states that parents should 'make all medical appointments outside school hours whenever possible, and to inform school in advance of any medical appointments that cannot be scheduled out of school time. For absence to be authorised as a medical absence, schools do require evidence, such as an appointment card or letter.'

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Education Penalty Notices

In line with the Wirral Local Authority's Code of Conduct for Unauthorised Absence or Exclusions, Fixed Penalty Notices can be issued to both parents of any child who:

1. Has had ten or more sessions of unauthorised absence within one term (or two half terms).
2. Has taken leave of absence from school without requesting authorisation.
3. Arrives late to school on ten or more separate occasions within one term.

Thank you for taking the time to read this and if you need any further information, the school's policy can be found on our school website:

<https://www.brackenwood-infant.wirral.sch.uk/attendance>

Kind regards

Mr C. Mervyn
Headteacher

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