



**Wargrave House**  
**'The Autism Specialists'**

**'Wargrave House  
is an exceptional  
school'**

OFSTED 2014

**"The quality and  
consistency of care  
that residential  
pupils receive is  
outstanding"**

OFSTED Residential  
Inspection 2017

**'Students love  
coming to school'**

OFSTED 2014

**"Wargrave House is a service  
that enables some very  
vulnerable young people to  
develop a sense of  
belonging, ownership and  
community that enhances  
their wellbeing and self-  
esteem which results in very  
positive outcomes for  
students and their families."**

NAS Accreditation 2018

# A parents/carers' guide to ensuring regular attendance at school/college

# Attendance



Parents/carers' are legally responsible for making sure their child attends school regularly and arrives on time.

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You can promote good attendance and punctuality by:

- ◇ Only taking holidays at the designated time (school/college holidays)
  - ◇ Making medical or dental appointments out of school/college hours (where possible)
  - ◇ Raising any concerns about transport to/from school/college with the local authority transport department
  - ◇ Liaising with school/college staff to seek support for behaviour to/from school/college
  - ◇ Seeking help immediately if your child feels unhappy about coming to school/college
  - ◇ Plan special events and celebrations out of term time
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### **COVID-19 Pandemic**

If your child or a member of your 'bubble' is displaying COVID symptoms please follow the current Government Guidelines.

## What if my child is unwell?

When your child is unwell, it can be hard deciding whether to keep them off school/college. Not every illness needs to keep your child from school/college. Use common sense and ask yourself:

- ◆ Is your child well enough to do the activities of the school/college day? If not, keep your child at home.
- ◆ Does your child have a condition that could be passed onto other children or school/college staff? If so, keep your child at home.
- ◆ Would you take a day off work if you had this condition? If so, keep your child at home.

## Notification

- ◆ To enable us to effectively plan our resources/staff requirement it is vital that you contact the school/college **as soon as possible**.
- ◆ The school/college reception opens daily at 8.30 am. Before 8.30 am there is an answering machine, please use 0 to report your child's absence.
- ◆ Parents must also inform transport providers to avoid wasted journeys.
- ◆ Where no report is made, school/college staff will ring home to seek clarification on the first day of absence.
- ◆ On return to school/college, written confirmation of a child's absence must be provided using the authorisation forms in the home/school book.

## Requesting leave of absence in exceptional circumstances

Amendments to the 2006 pupil registration regulations have removed references to family holiday and extended leave and requests for such reasons cannot be authorised.

The Head of Education has the discretion to grant leave (upon request) but only in EXCEPTIONAL CIRCUMSTANCES.

Requests for exceptional leave must be made at least 20 school/college days in advance of any arrangements made.

This request should be made in writing using the 'exceptional leave' form in the home/school book. Each request will be considered on its own merit and a written response will be sent within 10 school/college days of the leave request being received.

Where such leave is granted, the placing authority will also be informed.

**Wargrave  
House**  
*recognises  
the important  
link between  
regular  
attendance at  
school/  
college & the  
educational  
attainment of  
children.*

## Useful Information

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Wargrave House School & College Attendance Policy  
(available on request from school/college)

[www.gov.uk/school/attendance-absence/overview](http://www.gov.uk/school/attendance-absence/overview)

## CONTACT



Ian Dickson

Assistant Head Teacher (Interim)

01925 224899 [iandickson@wargravehouse.com](mailto:iandickson@wargravehouse.com)

Wargrave House School & College  
449 Wargrave Road  
Newton-le-Willows  
Merseyside  
WA12 8RS

It is important that families and the school/college work together to promote good attendance, reduce absence and act early to address patterns of non-attendance or poor timekeeping.