



## Wimbledon Chase Primary School

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[www.wimbledonchaseschool.co.uk](http://www.wimbledonchaseschool.co.uk)

Headteacher: Mr.B.Foley B.Ed.Hons., NPQH

20 April 2018

Dear Parents

### ATTENDANCE POLICY

As mentioned in my previous newsletter, we have reviewed our attendance policy to ensure that it meets the latest safeguarding guidance and advice from Merton. The policy is now available for you to read on our website:

<http://www.wimbledonchaseschool.co.uk/wp-content/uploads/2018/04/WCPAttendancePolicy2018.pdf>

There are two main changes to the policy:

#### 1. Reporting Absences

We are now asking parents to contact the school *each morning* that their child is unable to attend.

Please do this by either calling the school office or using the absence email

[absence@wimbledonchase.merton.sch.uk](mailto:absence@wimbledonchase.merton.sch.uk).

If you know your child is going to be absent for a few days (e.g. they have chicken pox) school will advise you about when you need to call in again.

You may be aware that there have been upsetting cases in the media where schools have not chased up reasons why children are off school. The following is our procedure to ensure that all children are safe. Please let us know in good time if your child is absent from school. If you do not contact the school and we cannot contact you we will then call the emergency contact numbers you have provided. We will then have to escalate our concerns if we cannot contact you. We hope this procedure will ensure that we know where your child is and that they are safe.

In light of this change, we will now only ask you to provide a letter if your child's absence is for more than five school days, we hope that this will help parents as fewer notes will be required.

#### 2. Late Collection

Pupils who are late being collected from school will need to be signed out at the office in a similar way to they are signed in when they are late arriving to school. This is also in line with advice from Merton's safeguarding department.



**Education Welfare Service**

Although not new to our policy, for your information, we continue to include details about the Education Welfare Officer's role and the criteria in which Merton may issue fines. I would like to assure you that this is a very last resort for Merton's Education Welfare Service. Our school is committed to working with parents to overcome any attendance issues. We continually strive to provide a welcoming and caring environment, whereby each member of our school community is supported to achieve the best possible attendance.

We hope you understand the need for these changes and recognise that safeguarding your child is of paramount importance to us. In order for us to do this we must have robust procedures in place.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Ellis', written in a cursive style.

Mr K Ellis  
Acting Headteacher