

**The Park Federation Academy Trust**

**Wood End Park Academy**

**Attendance Policy**



## Approval

<b>Signed by CEO and Federation Principal on behalf of the Board of Directors</b>	Dr. Martin Young
Date of Approval	September 2017
Annual Reviews	September 2017 to September 2025
Next Review	September 2026

## Version History

Version	Date	Status & purpose	Changes Overview
1	September 2019	Reviewed	
2	March 2020	Reviewed	<ul style="list-style-type: none"><li>• Updated COVID guidance</li></ul>
3	September 2020	Reviewed	<ul style="list-style-type: none"><li>• Updated COVID guidance</li></ul>
4	September 2021	Reviewed	<ul style="list-style-type: none"><li>• Updated COVID guidance</li></ul>
5	September 2022	Reviewed	<ul style="list-style-type: none"><li>• Updated in line with new attendance guidance September 2022</li></ul>
6	September 2023	Reviewed	
7	September 2024	Reviewed	Updated in line with new attendance guidance.
8	September 2025	Reviewed	

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# ATTENDANCE POLICY

## The Park Federation Academy Trust Wood End Park Academy

### Introduction

We are an academy that seeks to provide the best it can for every child. We aim for an environment that enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education, it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

### Why Regular Attendance is so important.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

### Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Give you details on attendance in our monthly newsletter;
- Report to you regularly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Celebrate good attendance. Celebrating 100% class attendance daily with stars which children can earn extra play and rewarding individual achievement through half termly pizza parties and prize assemblies.
- Reward good or improving attendance through class rewards and certificates
- Where absence is causing the school concerns, parents will be informed in writing and in some cases asked to attend a meeting with the school's Attendance Officer and a member of our Senior Team.

## 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.
- Working together to improve school attendance updated guidance for September 2024. . [https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working\\_together\\_to\\_improve\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf)

### **3. Roles and responsibilities**

Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

#### **Expect**

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

#### **Monitor**

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become deep-rooted.

#### **Listen and understand**

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

#### **Facilitate support**

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

#### **Formalise support**

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

#### **Enforce**

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

## **The Academy Council**

The academy council is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy

## **The Principal**

The Principal is responsible for:

- Implementation of this policy at the school
  - Monitoring school-level absence data and reporting it to academy council
  - Supporting staff with monitoring the attendance of individual pupils
  - Monitoring the impact of any implemented attendance strategies
  - Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
  - Issuing fixed-penalty notices, where necessary
  - The Designated Senior Leader for attendance is Mrs Stacey Gamble
- The principal is Ms Surjeet Johra

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Offering a clear vision for attendance improvement
- Leading attendance across the school
- Having an oversight of data analysis
- Regularly monitor and evaluate progress
- Evaluating and monitoring expectations and processes

- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.
- Delivering targeted intervention and support to pupils and families
- The Designated Senior Leader responsible for attendance is Mrs Stacey Gamble.

### **The Attendance Officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Designated Senior Leader responsible for attendance and the principal
- Working with the Local Authority to tackle persistent absence
- Advising the Principal when to issue fixed-penalty notices

The attendance officer is Mrs A Moulla and can be contacted via:  
[wepaoffice@theparkfederation.org](mailto:wepaoffice@theparkfederation.org)

### **Class teachers**

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on the schools Management Information System (MIS) Arbor. Registers will be taken in the mornings and after lunch

If teachers are made aware of a pupil absence this is to be communicated to the office.

### **School Office staff**

Front office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

The Family Support worker will:

- Follow up poor attendance with parents and outside agencies

## Parents and Carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school before 8:55 am on the day of the absence and each subsequent day of absence and advise when they are expected to return
- Provide the school with 2 or more emergency contact numbers for their child at the start of the year and update when a contact changes
- Ensure that, where possible, appointments for their child are made outside of the school day

## Pupils

Pupils are expected to:

- Attend school every day and on time

## Section 4: Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by the parents), as either authorised or unauthorised. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments, which inevitably fall in school time, emergencies or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given.

This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy during the school day
- Absences which never have been properly explained
- Children who arrive at school too late to get a mark in the register
- Day trips and holidays in term times
- Excessive illness without medical evidence
- Shopping or looking after siblings

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

You can support your child by:

- Ensuring regular and early bedtimes
- Helping with homework
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly to the school

- Retaining open and honest communication with your child's school
- Being positive about school (even if your own experience was less than positive)
- Encouraging your child to invite friends home for play dates

A child should attend school every day and attendance over 96% is considered to be good attendance. If attendance drops to 90% or lower the government classifies the child as having persistent absence (PA) and if attendance is 50% or less the child is classified as severely absent (SA).

Attendance during one school year	Equivalent days missed	Equivalent sessions missed	Equivalent weeks missed	Equivalent lessons missed
95%	9 days	18 sessions	2 weeks	50 lessons
90%	19 days	38 sessions	4 weeks	100 lessons
85%	29 days	58 sessions	6 weeks	150 lessons
80%	38 days	72 sessions	8 weeks	200 lessons

### Persistent Absenteeism (PA):

A pupil is defined by the Department of Education (DfE) as being a persistent absentee is any pupil who has missed 19 days (38 sessions) across the school year for whatever reason. The Attendance Support Team at the Local Authority (Hillingdon Borough Council) monitors pupils that are on track to become a PA by the number of sessions (2 sessions = 1 day), the following guidelines are used to help schools identify these pupils at the end of each **half term**.

Identification at the end of each half	Number of sessions of absence, at the term end of the half term, to be on track for persistent absenteeism
Term 1	7 sessions
Term 2	14 sessions
Term 3	20 sessions
Term 4	25 sessions
Term 5	32 sessions
Term 6	38 sessions

Therefore, a child is a persistent absentee as defined by the DfE once they have reached 38 sessions of absence, irrespective of which part of the year we are in at the time, and for whatever reason.

For example, if a child has had a block of illness during half term 1 for 20 days, they would have been absent for 40 sessions which make them a persistent absentee in half term 1 and therefore they will remain a PA for the rest of the academic year.

We monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately. Absence at this level is doing considerable damage to any child's educational prospects and the school needs parent's fullest support and cooperation to tackle this.

All attendance is discussed weekly. If attendance does not improve, WEPA will follow the protocol for PA. (Appendix 1)

## **Section 5: Absence Procedures**

### **If your child is absent you must:**

- Contact us by telephone as soon as possible on the first day of absence and keep the academy regularly informed, preferably daily
- Or, you can call into the academy and report the absence to reception
- The attendance officer will note the absence and record the reasons given
- The attendance officer will check against current attendance percentage to determine whether the non-attendance to school is a concern

### **If your child is absent and you have made contact with the school we will:**

#### Day 1

- The Attendance Officer will note the absence in the register and set up a truancy call. However, the academy could also conduct a home visit.

#### Day 2

- The Attendance Officer will note the absence in the register and inform parents of their child's attendance figure. However, the academy could still conduct a home visit.

#### Day 3

- The Attendance Officer will note the absence. The academy will use their judgement and support when speaking to parents regarding their child's illness and requesting medical evidence.

### **If your child is absent and you have not made contact with the school we will:**

#### Day 1

- Telephone and/or set up a truancy call on the first day of absence if we have not heard from you. However we will conduct a home visit in some cases.

#### Day 2

- If we still have no contact with you a second telephone call will be made. If the call is not answered, the academy will make a visit to the home.

#### Day 3

- SLT will be informed this is a serious concern that no contact has been made.
  
- We follow set procedures for when absence falls below the expected level (**Appendix 1**) In addition to these, Hillingdon Attendance Service will be informed of any child who has attendance below 90%.

- Where appropriate, offer support to the pupil and or their parents to improve attendance.
- Identify whether the pupils need support from wider partners, as quickly and possible, and make the necessary referrals.

### **Telephone numbers:**

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

In the rare event that we cannot contact you to determine an absence we will:

- call the two remaining contact numbers to check everything is ok and ask you to make contact with the school
- send two members of staff to the family home if we cannot make contact with all three contact numbers held on the school system 6
- Referral to CME (Child Missing in Education) for a welfare check if we have failed to make contact via telephone and a home visit has taken place and been unsuccessful

### **The Attendance Support Team.**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the family to the Attendance support from the Local Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, the attendance support team can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. The legislation is the Education Act 1996 sec. 44.1 and 44.1.a. **Schools must explore and demonstrate supportive measures before making a referral to the Attendance Support Team. Further information and template documents regarding the Attendance Contract Process**

"If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence."

Alternatively, parents or children may wish to contact the attendance support team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01895 250858 or [attendancesupport@hillington.gov](mailto:attendancesupport@hillington.gov)

### **Penalty Notice**

The school will make every attempt to contact the parent or carer by telephone and in writing. In the first instance we would invite them to discuss attendance unless the absence relates to leave in term time without permission. Where all other avenues have been exhausted and support is not working or not being engaged with, attendance may be enforced where necessary through statutory intervention or prosecution to protect the pupil's right to an education. A referral may be made to the LA under the following circumstances based on the national

framework for penalty notices:

- A single consistent national threshold for when a penalty notice must be considered of ten sessions (usually equivalent to five school days) of unauthorised absence within a rolling ten school week period. This may span different terms or school years This will include unauthorised absence for lateness Code U.
- A term time holiday taken without permission would count towards the ten sessions.
- A national limit of two penalty notices that can be issued to a parent for the same child within a rolling 3-year period. At the third (or subsequent) offence(s) other legal prosecution will be considered.

Penalty notices are issued to each parent or carer for each of their children for example two parents with three children would receive a total of six penalty notices, one parent with two children will receive a total of two penalty notices.

From September 2024 each penalty notice is £80 if paid in the first 21 days, from days 22 to 28 the fine doubles to £160 for each penalty notice.

For the second offence issued to the same parent for the same child within a rolling 3-year period will be charged at a higher rate of £160 for days 1 – 28, with no option for this second offence to be discharged at the lower rate of £80.

The Attendance Support Team has asked us to point out that it is not possible to pay these fines by instalments or lower the cost when they have increased, or to simply fine one parent.

Payment can be made online and instructions on how to pay are included on the penalty notice letter.

If a penalty notice is not paid or the Attendance Support Team assesses that the level of absence warrants court action, the local authority will arrange for a court hearing.

There are a range of sentencing options available to the magistrate including the maximum penalty of a fine of up to £2500 per parent for each offence as well as the possibility of up to three months in prison.

### **Lateness:**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

## Every Minute Counts

If you arrive late to school everyday your learning begins to suffer. Below is a graph showing how being late to school everyday over a school year adds up to lost learning time.



### How we manage lateness:

The school day starts at 8:55 am for Reception to Year 6 and we expect your child to be in class at that time. Your child will receive a late mark if they are not in by that time. The school gates are open from 8:45 am every day and the children can enter their classrooms from that time.

At **9.10 am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be informed in writing. If persistent lateness continues you could be asked to meet with a member of the Senior Leadership Team and Attendance Officer to resolve the problem. Please remember you can approach us at any time if you are having problems getting your child to school on time.

The start time for the **Morning Nursery is 8.45am** and for the **Afternoon Nursery is 12.45pm**.

Children who are picked up late at the end of the school day will be dealt with following the Children Collected Late Protocol. Should lateness continue a monitoring letter will be sent and advice sought.

### Exceptional Leave

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school to go on holiday.

- The link between a student's attendance and attainment is irrefutable.
- Early poor attendance habits follow into secondary school and employment
- Graduates earn higher salaries an average

- All Hillingdon schools are encouraged to adopt a policy of not authorising Exceptional Leave. The Principal will not grant any leave of absence during term time unless there are exceptional circumstances. You may be asked to provide evidence in support of your request.
- The Principal will meet personally with every family applying for Exceptional Leave where possible to stress the importance of good school attendance habits and links between attendance and attainment.
- Reasons for Exceptional Leave will be logged on the pupil's record and shared as part of the transfer/transition process.
- The Participation Officer can issue Fixed Penalty Notices for any unauthorised absence

## **Section 6: Recording attendance**

### **Attendance register**

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session (after lunchtime). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry

was made.

Pupils in Reception to Year 6 must arrive in school by 9am on each school day.

## **Section 7: Monitoring Attendance**

The school will:

- Monitor attendance and absence data weekly across the school half-termly, termly and yearly across the school at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### **Reporting to parents/carers**

The school will regularly inform parents about their child's attendance and absence levels via half termly and end of year reports.

### **Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **Children Missing in Education (CME)**

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing in education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing in education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

At WEPA, when a child has left the school or not been in school and we have not been able to

make contact with parents/carers, a CME is completed and sent to the Local Authority.

## **Section 8: Academy targets, projects and special initiatives**

The school has targets to improve attendance and your child has an important part to play in meeting these targets. The minimum level of attendance for this school is 96% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares. When attendance drops below 96% an initial warning letter will be sent to parents.

Our target is to achieve better than this however because we know that good attendance is one of the keys to successful schooling and we believe our pupils can be amongst the best in Hillingdon.

Through the school year we monitor absences and punctuality to show us where improvements need to be made. Weekly meetings are held to analyse and assess all children who are absent to see if there are patterns to note or children to monitor. We look for ways to ensure that high attendance is supported in school. All children and staff are made aware of the attendance figures in weekly briefings/assemblies.

Attendance is celebrated weekly and termly:

- The Principal awards weekly certificates and stars to the class in each phase with the best attendance. Any classes who achieve 100% will earn a non-uniform day too
- Each half term, all pupils with 100% attendance will receive a prize.
- Termly attendance parties
- Weekly attendance is published on our website and the importance of good attendance is discussed regularly with parents

Information on any projects or initiatives that will focus on these areas will be provided in our newsletter and we ask for your full support.

### **Staff responsible for attendance management in this school are:**

- Surjeet Johra (Principal)
- Focus: Attendance Agnieszka Moulla (Attendance Officer) Focus: Attendance and Punctuality
- Senior Lead for School Attendance: Stacey Gamble (Deputy Principal)
- Vice Principal: Avi Gill and Samsam Mohammed
- Designated Safeguarding Lead: Fauzia Khalil
- Family Support Worker Sue Wigglesworth – focus: Safeguarding and attendance of vulnerable pupils

## Summary

The academy has a legal duty to publish its absence figures and its attendance policy to parents and to promote attendance. School attendance data must be available to the Local Authority and the Department for Education (DfE). Equally, parents have a duty to make sure that their children attend school.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible. Regular attendance supports and optimises your child's attainment. It is also a fundamental part of the 'Every Child Matters' intentions to:

- Being Healthy
- Being Safe
- Enjoying & Achieving
- Making a positive contribution
- Achieving economic well-being

### **Wood End Park Academy**

I have read and understood the terms and conditions of the attendance policy at Wood End Park Academy.

**Child (ren)'s Names:**

**Parent's or Carer's Name:**

**Signed:**

**My child is in class:**

**Thank you for your support.  
Ms Johra**

## Appendix 1

### WEPA Attendance Protocol for Persistent Absence

Term	Actions	When	By who...
<b>Autumn 1</b>	<ul style="list-style-type: none"> <li>Non-Vulnerable Children falling under 90% to be sent a letter (Letter 1).</li> <li>Names are added to each year group's watchlist document</li> </ul>	Week 5	Attendance Officer Attendance Officer
	Those on the vulnerable list who fall under 90% receive a call and letter and are added to the watch list. Phone call warnings would have been made too.	Week 5	Family Support Worker
<b>Autumn 2</b>	<ul style="list-style-type: none"> <li>Non-Vulnerable Children falling under 90% to be sent a letter (Letter 2).</li> </ul>	Week 1	Attendance Officer
	<ul style="list-style-type: none"> <li>VPs call any children whose attendance is <b>below 90% and has not improved since autumn 1.</b></li> </ul>	Week 3	Vice Principals
	<ul style="list-style-type: none"> <li>New children falling under 90% to be sent a letter (Letter 1).</li> <li>Names added to VPs watchlists so they are aware.</li> <li>PA referral sent to Hillingdon Borough Council</li> </ul>	Week 5	Attendance Officer Attendance Officer
<b>Spring 1</b>	Any <b>new</b> children who appear on Persistent Absence (PA) report with 15+ missed sessions to be sent a letter (Letter 3)	Week 1	Attendance Officer
	Any PA children where attendance has not improved since Autumn 2 are asked to attend a meeting with DP and team and be given a letter stating we might ask for support from external agencies.	Week 1	Deputy Principal Attendance Officer
	<ul style="list-style-type: none"> <li>VPs to meet with any parents where attendance is still below 90% despite phone call in Autumn 2</li> <li>VPs to phone parents of <b>new</b> children who have dropped below 90% attendance.</li> </ul> <p>All meetings and calls logged on the attendance document.</p>	Week 3	Vice Principals, FSW and Attendance Officer Vice Principals
	<ul style="list-style-type: none"> <li>New children falling under 90% to be sent a letter (Letter 1) and logged on watchlist.</li> <li>VPs are notified.</li> </ul>	Week 5	Attendance Officer Attendance Officer

<b>Spring 2</b>	<ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter (Letter 1) and logged on watchlist.</li> <li>• VPs are notified.</li> </ul>	Week 1	Attendance Officer
	Meeting for any PA children where attendance has not improved despite previous letters and attendance meetings.	Week 1	Family Support worker.
	<ul style="list-style-type: none"> <li>• VPs to meet with any parents where attendance is still below 90% despite phone call in Autumn 2</li> <li>• VPs to phone parents of <b>new</b> children who have dropped below 90% attendance.</li> </ul> <p>All meetings and calls logged.</p>	Week 3	Vice Principals, CFSO and Attendance Officer Vice Principals
	<ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter (Letter 1) and logged.</li> <li>• VPs are notified.</li> </ul>	Week 5	Attendance Officer Attendance Officer
<b>Summer 1</b>	<ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter (Letter 1) and logged.</li> <li>• VPs are notified.</li> </ul>	Week 1	Attendance Officer
	Follow up meetings for any PA children where attendance has not improved despite previous letters and attendance meetings. Logged on tracker sheets. May make a referral to LA.	Week 1	Family Support Worker.
	<ul style="list-style-type: none"> <li>• VPs to meet with any parents where attendance is still below 90% despite phone call in Autumn 2</li> <li>• VPs to phone parents of <b>new</b> children who have dropped below 90% attendance.</li> </ul> <p>All meetings and calls logged on tracker sheets.</p>	Week 3	Vice Principals, FSW and Attendance Officer Vice Principals
	<ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter (Letter 1) and logged on tracker sheets.</li> <li>• VPs are notified.</li> </ul>	Week 5	Attendance Officer Attendance Officer
<b>Summer 2</b>	<ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter (Letter 1) and logged on tracker sheets.</li> </ul> <p>VPs are notified. .</p>	Week 1	Attendance Officer
	Follow up meetings for PA children where attendance has not improved despite previous letters and attendance meetings. Logged on tracker sheets.	Week 1	Family Support worker.
	<ul style="list-style-type: none"> <li>• VPs to meet with any parents where attendance is still below 90%</li> </ul>	Week 3	Vice Principals, FSW and Attendance Officer Vice Principals

	<ul style="list-style-type: none"> <li>• VPs to phone parents of <b>new</b> children who have dropped below 90% attendance.</li> </ul> <p>All meetings and calls logged on tracker sheets.</p>		
	<ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter (Letter 1) and logged on tracker sheets.</li> <li>• VPs are notified.</li> </ul>	Week 5	Attendance Officer  Attendance Officer

## Appendix 2

Wood End Park Academy



### **Wood End Park Attendance Letter**

Regarding Attendance of Concern

**Child's Name:**

**Class:**

Dear Parents and Carers,

We are concerned about \_\_\_\_\_'s attendance at school.

Our records show that your child's attendance to school during the period of \_\_\_\_\_ was \_\_\_\_\_ whilst it is expected pupils attend school at least 96% of the time. Your child's attendance was therefore very low. Overall now (from September) your child's attendance is \_\_\_\_\_.

A child is categorised as a persistent absentee if their attendance falls to 90% or less across the whole year. We have a chance for your child to not be in this category.

It is important that children attend school and on time. Here at Wood End Park Academy, our interest is to ensure our pupils reach their full potential for their futures which can only be done when pupils attend school regularly.

As you are aware we value your support in improving your child's attendance to school. We may be able to help and discuss any other issues you may be experiencing in improving your child's attendance. As a result of your child's poor attendance, we have to initiate our attendance monitoring procedures and will need to meet with you if your child's attendance does not improve.

If you need to see the class teacher or Special Needs Coordinator to discuss any specific reasons why your child's attendance is low- please do not hesitate to book this in. It could be that you have not realised it was so low. It could also be that your child has picked up those bugs that are around and we can offer further advice in this too.

Yours sincerely,

*S. Johra*

Ms Surjeet Johra  
Principal

**Wood End Park Attendance Letter**  
Regarding Attendance of Extreme Concern

**Child's Name:**

**Class:**

Dear Parents and Carers,

We are concerned about \_\_\_\_\_'s attendance at school.

Our records show that your child's attendance to school during the period of \_\_\_\_\_ was \_\_\_\_\_ whilst it is expected pupils attend school at least 96% of the time. Your child's attendance is therefore extremely low. Overall (from September) your child's attendance is \_\_\_\_\_.

A child is categorised as a persistent absentee if their attendance falls to 90% or less across the whole year. Your child's attendance is well below this and the local authority may ask for an Attendance Panel Review meeting for your child. We have a chance for your child to not be in this category if we can work together to improve attendance at school.

It is important that children attend school and on time. Here at Wood End Park Academy, our interest is to ensure our pupils reach their full potential for their futures which can only be done when pupils attend school regularly.

As you are aware we value your support in improving your child's attendance to school. We may be able to help with any issues you may be experiencing in improving your child's attendance. As a result of your child's poor attendance, we have to initiate our attendance monitoring procedures and will need to meet with you to discuss these. An appointment will be made to discuss your child's attendance with you in person or on the phone.

If you need to see the class teacher or Special Needs Coordinator to discuss any specific reasons why your child's attendance is low- please do not hesitate to book this in. It could be that you have not realised it was so low. It could also be that your child has picked up those bugs that are around and we can offer further advice in this too.

Yours sincerely,

*S. Johra*

Ms Surjeet Johra  
Principal

### Appendix 3 WEPA Incentives for Excellent Attendance

<b><u>Weekly</u></b>	<b><u>Termly</u></b>
<p>*Each class which achieves 100% will receive a gold star each day. They can then use this time for a class treat such as extra play.</p> <p>*In EYFS and KS1, Rainbow Attendance chart-colour coded small step rewards to build up to 100% weekly attendance.</p> <p>*Attendance charts for pupils with low attendance.</p> <p>*Pizza party at the end of the term, for children who have a low attendance but have improved to 100%.</p>	<ul style="list-style-type: none"><li>• Children with 100% attendance receive a prize in end of term assemblies.</li></ul>