

Attendance at Wood End Park

Why attendance to school is so important

- ▶ We are an academy that seeks to provide the best it can for every child.
- ▶ 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.
- ▶ We can only achieve this working in partnership with parents
- ▶ Ensuring your child's regular attendance at school is your legal responsibility

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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 by displaying individual and class achievements; (do check our website)

Reward good or improving attendance through certificates and celebrating assemblies

Run promotional events when parents, pupils and staff can work together on raising attendance levels across the academy.

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Two types of absences

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Where possible your child should attend school before or after any appointments. You may be asked to provide hospital letters and appointment cards.

Unauthorised absences are those the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority, through its Participation Officer, Early Intervention and Prevention Team using sanctions and/or legal proceedings.

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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 time to go on holiday.

From September 2013 any unauthorised exceptional leave that takes place results in a referral to the Participation Officer of the Early Intervention and Prevention Team and they can issue a fine to the family. This fine or penalty notice is **£60.00 per parent, per child, if paid within 21 days or £120.00 within 28 days.**

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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 to reception, who will arrange for a member of staff to speak with you.

If your child is absent we will:

Telephone or text you on the first day of absence if we have not heard from you;

Invite you in to discuss the situation with our attendance officer or the Vice Principal if absences persist;

Refer the matter to the Participation Officer if attendance moves below 90% or is of growing concern;

Make a home visit for unexplained absences of more than one day

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Being on time matters too!

How we manage lateness:

The school day starts at **8.55am** we expect your child to be in class at that time. Your child will receive a late mark if they are not in by **9.00am**.

At **9.30am** the registers will be closed.

Children have a soft start activity to complete from 8:45 and if they are late to school, they will miss out on this learning!

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You can support your child by:

Ensuring time to sleep is at the right time and this is regularly followed

Helping with homework so this is not a concern for your child

Having uniform and equipment prepared the night before

Providing a healthy breakfast and dropping your child to our breakfast club

Reporting any academic or social concerns promptly to the Vice Principal of your child's department

Retaining open and honest communication with your child's academy

Being positive about school (even if your own experience was less than positive)

Encouraging your child to invite friends home for play dates so your child has these friendships to use in school too