



# **Woodside Primary Academy**

## **Attendance Policy**

**2024 - 2025**



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## 1. Introduction

The key principles which underpin Woodside Primary Academy procedures for managing attendance are that regular and punctual attendance is key to the academic and social development of pupils. This will improve the life chances of children and young people.

Children and young people who attend school regularly and are punctual are less likely to be at risk, both in terms of engaging in anti-social behaviour and in terms of their own health and safety and welfare.

This attendance policy is aimed at supporting Woodside Primary Academy to build on our capacity to improve regular school attendance and attendance practice within our school.

The underpinning principles are to:

- challenge / interrogate our own data to identify patterns and vulnerable groups / pupils
- embed good attendance practice within School, at all levels involving all stakeholders and Governors;
- work with individual pupils and their families to assess and respond to their educational needs and to ensure that young people do not remain disenfranchised from the education system.
- engage with other agencies, both statutory and voluntary, to ensure that the welfare and protection of all young people remains paramount
- ensure that all young people have access to educational provision suitable for age, ability, aptitude and any special educational needs that they may have
- respond to the educational needs of vulnerable groups and ensure that the safeguarding of all pupils remains at the forefront of all considerations
- use resources provided to support pupil attendance

These attendance procedures reflect statutory requirements and the most recent guidance from the DfE.

Regular school attendance is crucial if a child is to achieve their full potential. If they are not in school, they are unlikely to be learning and gaining the maximum benefit from their education. Research shows that raising pupil attendance in schools will contribute to raising achievement.

We expect all our children to attend school on time every day, unless the reason for absence is unavoidable.

School aims to have **at least 96%** child attendance each term. Attendance targets are shared with children, staff and parents.

Children with known irregular school attendance prior to starting at Woodside Primary Academy have this issue discussed with their parents/guardian when they are first invited to visit the school.



## 2. Responsibility for Good Attendance at Woodside Primary Academy

### Parents, Guardians and Pupils

- Parents and guardians of children of compulsory school age are legally required to ensure that they receive a full-time education. Therefore, holiday leave during term time will not be authorised.
- Parents and guardians are also responsible for informing the school of any absence as soon as possible, which should be on the first day of the absence. This can be done by reporting absence through our virtual office on the school's website.
- They should state the reason for absence and when the child is expected to return to school.
- Pupils are expected to arrive at school punctually. Persistent lateness can be seen as absence and is managed in the same way as poor attendance.
- Parents and guardians should ensure that children arrive at school prepared to take part in the school day.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance and punctuality of their children at school.
- Promoting good attendance and punctuality with their children.

For the purpose of this policy, a parent means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and,
- any person who has care of a child or young person (i.e. lives with and looks after the child).

### Early Years Expectations

The expectations for pupils in our school under the age of 5 years are the same for those who are of statutory school age. The early years are a critical time to establish the good habits and routines needed throughout life and to get the key messages about the importance of attendance and punctuality at school across to parents and carers.

Regular attendance from the point that a child attends an educational provision has a positive impact on all aspects of a young child's learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.

Families should know that good attendance and being punctual are expected when their child takes up a school place. As attendance is an issue that affects all age groups, there needs to be as much consistency as possible between early years and school settings. This includes expectations around holidays, which for school-aged children are not permissible in term time.

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
99-100%	Excellent	0-4	Less than 1

**Commented [NE1]:** Will this be taken out if we adopt the R2 one?

**Commented [NJ2R1]:** @Ndid Evans this is punctuality so will stay in and is in line Reach 2

96-98%	Good	5-9	1-2
95%	Satisfactory	10-13	2-3
90-94%	Unsatisfactory	14-18	3-4
Below 90%	Persistent Absence	More than 19 Equivalent to 38 sessions	More than 4

It is the parent/guardian legal responsibility to ensure that their children receive efficient full-time education. This extends beyond ensuring regular and punctual attendance and requires that the child is in a fit state to learn.

It is the Headship Team and governors, not the parents, who can determine what constitutes authorised absence. A parent may:

- Submit a request through the virtual office in relation to a particular absence but this does not oblige the school to accept it as a valid reason for absence.
- If doubt remains, the absence will be treated as unauthorised.



- Where parentally condoned unjustified absence appears to be a problem in relation to a particular pupil the Borough may be notified.

The school may authorise absences for appointments (where possible, parents should make appointments outside of the school day) during the school day, retrospectively where it is satisfied with the explanation offered. However, the school is required to treat absences of pupils of compulsory school age without valid reason or for which no explanation has been provided as unauthorised.

In addition, excessive amounts of authorised absence are recognised as seriously disrupting the continuity of learning and encouraging disaffection at a later stage. Any patterns for individual pupils or families emerging during monitoring will be investigated.

The school will generally do everything it can to encourage good attendance, but the prime responsibility remains with the parent/guardian. (See page for more guidance)

### 3. Our Ethos

The school uses the mind set formed from our **7 Life Values** (Woodside Primary Academy's own values) and the **7 Habits** (*adapted from 'The Leader In Me' - Steven Covey*), as a part of the attendance framework to create good attendance behaviours.



**Be proactive - Habit 1** (*Pupils are to play an active part in attending school*)

**Begin with the end in mind - Habit 2** (*Develop an early awareness of the importance of coming to school*)

**Put first things first - Habit 3** (*Be organised and plan ahead to be punctual*)

**Synergise – Habit 6** – (*Work together so that all children make good progress from regular school attendance*)

Children will receive regular '**7 Habit lessons**' and assemblies to educate them on the benefits of regular school attendance and punctuality.

#### Pupil Leadership

- Each class has a named pupil attendance lead to track the class attendance and promote good attendance habits.
- Pupils at school are very aware of the link between good attendance and achieving. They appreciate the staff incentives for good, improved attendance and punctuality.
- Rewards are given and certificates for good attendance and most improved attendance. (Appendix:1)

#### Governors

The governing body of school has a responsibility for attendance at School. This is delegated daily through the Headteacher, Heads of School, Senior Leadership Team, Teachers and the Attendance team. Governors monitor the effectiveness of attendance policy and practice.

### **Training of staff**

The school will recognise that early intervention can prevent poor attendance and/or punctuality. As such, staff will receive training in identifying potentially at-risk children as part of their induction and refresher training.

Teachers and support staff will receive training on this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Staff will receive training to ensure they understand that increased absence from school, or poor punctuality, could indicate a safeguarding concern, and know how such concerns should be managed.

### **Child expectations**

Children are expected to attend school every day and need to be ready for school, helping parents/carers to ensure that they arrive at school punctually.

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### **School Attendance Leader**

The designated Attendance Lead (**Woodside Head of School**) oversees the school attendance procedures and ensures the school policy is adhered to daily.

- Each week, children with punctuality and attendance concerns (at risk children) are identified. Investigations are made to understand the nature of the problems, identifying how the school can support parents in meeting their legal responsibility.
- **All leaders** have a responsibility towards promoting good attendance and challenging poor attendance.
- Pupils identified as needing support to maintain good attendance at school will be assigned a senior leader, YGL or Pastoral support.

### **4. First day of absence reporting**

The school expects all parents and guardians to ensure that they advise the school every day the reason of absence, via the virtual office on our website. In the instances that parents and guardians fail to do so, the Attendance Officer will attempt to contact the parent or guardian by telephone at least twice (all contacts). If contact cannot be made, a follow up call/text/email the next day will happen. Failure to make contact with the school could result in a local authority missing from education referral.

Promoting good attendance is the responsibility of the whole school community at Woodside Primary Academy. The school has a duty to publish its absence figures to parents and guardians to promote attendance.

### **5. ATTENDANCE DURING THE SCHOOL DAY**

- The school expects all appointments, other than emergencies, to be booked outside of school hours.
- Children returning to school must sign in via the main office.
- Other than in an emergency, a letter or appointment card must be presented at the main Office for the school to be able to authorise the absence.
- Notice must be given in advance if a child needs to attend an appointment, interview or education activity at another site.
- If a child is returning from an appointment in time for a school meal, the office must be advised before 10.30am that day.
- Permission will not be granted for children to leave the school without a parent/carer having first signed them out at the main office.
- Early collections will not be authorised for reasons such as: seeing off or collecting someone from the airport; going on holiday, a birthday, wedding or other celebrations.
- Children collected late from school at the end of the day, can cause distress to children who are keen to see their parents and carers and should be avoided at all costs. Please inform the school immediately if you are running unavoidably late. Persistent late collection is not acceptable and you will be charged a late collection fee.





## 6. Authorised Absence

This is defined as:

- When a child is absent, because of illness, and an acceptable explanation has been received
- Religious Observance (as defined in the exemptions list)
- Where a child has had a fixed term exclusion from school
- Medical/dental appointments. As above, appointments should be made outside of school hours, wherever possible and the minimum amount of time should be taken.
- Exceptional circumstances (unavoidable absence)
- Any prolonged absence may trigger an unannounced home visit by the attendance/safeguarding team.

## 7. Unauthorised Absence

- If a child is not present at the start of the day and the school has not been notified of this beforehand the Attendance Officer will telephone the child's home immediately to ascertain the reason for absence.
- If an absence is not due to sickness or some other circumstance (i.e. it is unauthorised) then a referral can be made to the School Nurse or Local Authority.
- All unexplained (not being informed) absence by children on Social Services Child Protection (CP) Register/Cause for concern list will be counted as Unauthorised and referred to the Safeguarding Lead who will take necessary action.
- Prolonged absence (more than 3 days) for medical reasons will require medical evidence (in addition to parental notes). This can be a medical certificate or a copy of the prescription. Over the counter medicines will not be sufficient proof.
- Where attendance has fallen to 90% and below the members of SLT can request that medical proof is provided so that the absence can be authorised. Parents will meet with the assigned SLT member beforehand to discuss this.
- The criteria that the school will apply to determine 'exceptional' is a circumstance that has unique and significant emotional, educational or spiritual value to the child, which outweighs the loss of teaching time. This interpretation will have different parameters from one case to another, each individual request will be considered on its merit.
- Parents are required to put in a request through the virtual office for any leave of absence in line with Pupil Regulations, the Head's decision is final.
- No authorisation for leave of absence can be given retrospectively, which means that permission must always be sought beforehand.
- In the event that there is an absence after a school holiday, the school will need to see proof, in the terms of a medical certificate or flight delay.
- After a request has been made by the parent and in the event that leave for exceptional absence is granted, any further days of absence will be regarded as unauthorised. The school must be informed in all instances and where the cause is sickness a doctor's certificate must be produced. Failure to advise the school may result in their name being removed from the school roll and the Local Authority will be informed.

- Any prolonged absence may trigger an unannounced home visit by the attendance/safeguarding team.

**Codes used:**

- Unauthorised absence = O
- Family Holiday not agreed -G

**Children at risk of persistent absence (PA)**

The SLT will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Having a *weekly review with the class teacher*.
  - Engaging with LA attendance teams.
  - Using fixed penalty notices.
  - Creating attendance clinics.

Where a child becomes at risk of PA, the school will:

- Welcome children back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with children and parents to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establish plans to remove barriers and provide additional support.
- Lead weekly check-ins to review progress and the impact of support.
- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

**Leaving the school without permission**

Children will not be permitted to leave the school premises during the school day unless they have permission from the school. Please refer to REAch2 Missing Pupil Policy.

Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals. Parents will be required to inform the school in advance if absences are required for days of religious observance.

### **Modelling, sport and acting performances/activities**

The school will ensure that all children engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for children engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the child.

The child will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the child would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a child receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the child would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences, which would mean that a child's attendance would fall below 97%. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

### **Young carers**

The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of young carers and each child will be examined on a case-by-case basis, involving other agencies if appropriate.

The school, in conjunction with relevant authorities, will implement support for children who are young carers, to encourage their sustained and regular attendance at school in line with the school's expectations.

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## **8. Sanctions for an unauthorised absence without permission**

If a child's attendance falls below 96% in any term without good reason, a parent can receive a Penalty Notice or prosecution under the Education Act 1995.8 Section.

### **Fixed Penalty Notices**

Under Section 23 of the Anti-Social behaviour Act 2003, Local Authorities are required to issue penalty Notices to the parent/carer of a child who has irregular attendance, where the absence is unauthorised by the school.

A Fixed Penalty Notice will be issued for unauthorised leave of absence by the Local Authority. This will incur a fine per parent per child being imposed. If paid within 21 days of receipt of the notice. This will rise per parent per child if paid after 21 days but within 28 days of receipt.

- **Court Proceedings**

If the penalty is not paid in full by the end of the 28 days, the Local Authority may prosecute, and the parent and guardian may receive a criminal record. This prosecution is for the offence of failing to secure attendance at school. Prosecutions are brought under Section 444 of the Education Act 1995.8.

The Attendance Officer can also make an application to the Local Magistrates Court to action court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2,500 and/or 3 months imprisonment.



## **9. Children Missing Education (CME)**

All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, aptitude and any special educational needs they may have. 'Children missing education' are those who are not registered at a school, not receiving a suitable education otherwise (i.e., Elective Home Education or alternative provision), are not regularly attending the school where they are a registered pupil or cease attending and/or their whereabouts or destination school is unknown.

### **Tracking and Monitoring**

Information sharing between parents, schools, the community and the local authority is therefore crucial to ensure that these children are kept safe and receive the education they are entitled to. In accordance with DfE Statutory guidance, Children Missing Education (Sept 2016) the Local Authority has effective tracking and enquiry systems in place and an appointed named person to whom schools, other agencies and the public can make referrals regarding children who they believe are missing from education. Joint reasonable enquiries can then be made as quickly as possible by schools and the LA. Joint working arrangements are also in place with agencies and services such as, Housing, Health, the Police, and other local authorities.

### **Other Local Authority Responsibilities**

The local authority also has other duties and powers to support their work on CME which include:

- Making arrangements to establish (wherever possible) the identities of children in the area who are not registered pupils at a school and who are not receiving a suitable education otherwise (e.g. Elective Home Education - EHE)
- Arranging education for permanently excluded pupils from the sixth day.
- Safeguarding children's welfare and the duty to protect them from harm and neglect.
- Serving Notices and issuing School Attendance Orders to parent/carer(s) who fail to evidence that their child is receiving a suitable education by registering at a school or otherwise. Pursuing a prosecution or an Education Supervision Order for those who do not comply with the Order.
- Issuing a Penalty Notice, pursue an Education Supervision Order or prosecution of parent/carer(s) who fail to ensure that their child(ren) attend regularly at the school or alternative educational provision where they are a registered pupil.

**Who should be notified of a child missing education?**

**[Waltham Forest BACME-referral@walthamforest .go.uk](mailto:Waltham Forest BACME-referral@walthamforest .go.uk)**

- **LBWF attendance protocol is as follows:**

*Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the Local Authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.*







## 10. Elective Home Education (EHE)

Parents/guardians must notify the school in writing of their intention to 'Home School' their child. The parent is responsible for informing the Local Authority.

DFE guidance

<https://www.woodsideprimaryacademy.com/page/?title=Policy&pid=448>

Waltham Forest Guidance

<https://thehub-beta.walthamforest.gov.uk/statutory-guidance>

## Publications of Attendance Data

DfE data returns will be produced from the relevant database in accordance with advice issued by the DfE and the London Borough of Waltham Forest.

## 11. Registers

Registers are to be completed each day by the class teacher.

Registration periods at the start of morning and afternoon sessions will be between the times of 8:45- 9:00 Forest, and 9:00 – 9:15 Bridge. Registers should be completed promptly between these times on the computer (in the event of technical issues, the class teacher must make sure to send a paper copy of the register to the office to be registered in the computer). Afternoon registers must be completed when the class is back from lunch.

Any pupil arriving after 8:45am Forest and 9:00 Bridge will need to report to the office and sign the child in. Failure to sign in your child means they will not receive their morning registration and therefore be seen as absent. For safeguarding reasons this is essential. Any child who walks to school alone and comes to school late will receive a phone call home from the office.

If a child arrives after 8:45am on Forest and 9:00 on Bridge, he or she will be marked late (L) in the Register. If a child arrives after the register closes at 9:00am Forest or 9:15 Bridge, he or she will be marked as (U), arriving after registration and recorded as an unauthorised absence.

**Continuous lateness** will be monitored, followed by a meeting with AO and if no improvement referred to the Local Authority and fixed penalty notice will occur.

All messages received regarding absence will be recorded. The messages will be recorded in Arbor so the class teacher can see the reasons provided. Any letters or notes received by the teacher will be sent to the office to be kept in a file. In addition, any verbal messages given to them will be recorded in the system or it will be passed to an office member. Where a child is sent home ill by authorisation of the office staff/Headship team this will be recorded as "I" and noted in the register.

The office reception staff will contact parents and guardians each morning if their son or daughter has not arrived at School and we have not been informed.



## **12. Rewarding Good Attendance and Punctuality**

### **Beginning of the school year**

The Headteacher/ Attendance Lead will call all parents that have had continued persistent absence in previous years, to congratulate in the first few weeks, for a good start to the school year (where applicable).

### **Class Focus**

Each class has an attendance pupil leader who monitors the overall percentages weekly. Each class will also track their attendance weekly.

### **Weekly**

**Attendance Assembly** – Head of School and year group celebrate the pupils with 100% attendance. The class with the highest attendance receives the site attendance cup for the week.

Each child with 100% attendance for the week is applauded and one child from each class is entered into a lucky dip prize draw. Pupils suggest what others can do to improve their attendance.

The Attendance Officer will alert the class (one in each year group) with the highest attendance that week (96 %+ ) with a surprise visit to the class/ or ring a bell to alert year groups or attendance assemblies. This is known as the Attendance Team weekly 'Hot Spot'. The class will be given a reward.

### **End of each half-term –**

Children receive a certificate and reward at the end of each half term.

**Well done call, texts and post cards will be sent to parents and pupils when improvements have been seen throughout the year.**

**(See appendix: 1 for more detail of rewards)**



### 13. Punctuality

Good punctuality is essential in order for a child to achieve high attainment and improved behaviour.

- The Attendance Officer keeps accurate records of lateness.
- After 5 days late the Attendance Officer will send a letter home regarding lateness.

#### Continued Poor Punctuality

- Parents /Guardian to be invited into school to discuss the issue.
- Pupil's Attendance Certificate will be shared with parent in the meeting.
- Where necessary the Attendance Officer may refer the case to the Local Authority, which could occur a fixed penalty notice.

**Continued Poor Attendance will lead to a School Attendance Panel Meeting (SAP).**

### 14. The School's Responsibilities

**Objectives** - The Attendance Officer (AO)

- Refers to statutory agencies (for example, Local Authority, Early Help, Youth Offending Service, Police, Social Care, Housing) to ensure the welfare of all children and young people at School.
- Work with parents and guardians, children and young people, employing a casework approach, to improve attendance through early intervention and utilising a continuum of support.

Gold	Green	Yellow	Orange	Red
Attendance  100%	Attendance between 95.8 – 99.9%  PA 8.1% - 10%	Attendance between 90-95.7%  PA 10.1% -12%	Attendance between 85-90%  PA 12.1% - 14%	Attendance  85% or below  PA 15% or above

#### **Gold - Attendance at 100% and/or PA at 8% or below**

Attendance is above the national Primary average and persistent absence is below the national average.

#### **Green – Attendance 95.8 – 99.9% and/or PA at 8.1% - 10%**

Attendance is broadly in line with or above the national average. A child's attendance needs further improvement in order to maximise their learning.

If a child's attendance falls within the 95.5% - 96.9% band, the attendance officer will speak to the child in school to discuss any issues or problems to ascertain how the school can help to improve their attendance. The attendance officer will also make a phone call home to discuss this with parents, if necessary. A letter will also be sent home stating the number of minutes of lost learning and raising concerns that their attendance has fallen below the school's expected standard. The letter will also have an attached leaflet outlining how parents can work with the school and their child to improve attendance.

**Yellow – Attendance 90-95.7and/or PA at 10.1% - 12%**

Attendance is below national average. A child’s attendance needs further improvement to avoid becoming disadvantaged in their learning.

If a child’s attendance falls within the 94% - 95.4% band, a letter is sent home explaining that the child’s attendance is now being monitored, and the attendance officer will contact the parents to discuss this. The child’s attendance will be monitored for *four weeks* and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and set targets for their child. At this meeting, the barriers to the child attending school should be discussed and ways in which both parents and the school can work together to overcome such barriers. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.

After the *four-week* monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the child and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to *within 95.5% - 96.9% (green band) and/or PA is less than 10%*

**Orange – Attendance 85-90%and/or PA at 12.1% - 14%**

Attendance is well below the national average and is causing concern. It is highly likely that a child is disadvantaged by poor attendance.

Where absence intensifies, so should the support provided. The school will work in tandem with the local authority and any other relevant partners. A meeting will be held with parents to clearly explain the consequences of persistent and severe absence to the child (if old enough) and family and the potential need for legal intervention in the future. The meeting will also provide an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid these consequences.

The attendance officer should maintain constant contact with the child and parents and celebrate any improvements made in the child's attendance.

**Red – Attendance 85% or below and/or PA 15% or above**

A child's attendance is persistently and significantly below average and is significantly disadvantaged as a result of poor attendance.

Where voluntary support has not been effective and/or has not been engaged with the school will work with the local authority to:

- Put formal support in place in the form of a parenting contract or an education supervision order
- Issue a fixed penalty notice where support would not be appropriate or has not been successful

or engaged with and it is likely to change the parents' behaviour

- Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).
- Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

In all cases, the school will monitor the impact of any intervention(s) and make adjustments where necessary in discussion with the child, parents and any other partners involved as part of any whole family plan or team around the family. Where interventions are failing, all parties should work together to identify the reasons why and either adjust or change the approach.

**First Day Calling:** Attendance Officer makes a telephone call to the family home/contact as early in the day as possible for each unexplained absence.

**First Attendance Letter from School/Provision: (attendance falls under 96%)**

- To parent informing of the deterioration in attendance levels.
- Remind parent of school's target levels for attendance and the negative effect of irregular attendance on learning.
- Require the parent to provide an explanation and comment on the period of absence.
- Discuss the likelihood of referral to the Education Welfare Service unless improvement is made.

**Second Attendance Letter from School/Provision: (Attendance has fallen under 90%)**

- Invite parents to attend a school-based meeting with SLT.
- Inform parent that if there is not an improvement a referral will be made to a Head of School.
- No improvement refers to the Local Authority.

**The Attendance Officer:**

- Makes a referral to the Local Authority who will issue a Notification of Parental Responsibility Letter.

**The Attendance Officer:**

- Will send an invitation to the parent and other professionals to attend a School Attendance Panel Meeting.
- The Education Welfare Officer will prepare a written report for the School Attendance Panel Meeting.

**School Attendance Panel Meeting:**

A Head of school and a Senior Officer from the Education Welfare Service (BACME) will chair the School Attendance Panel Meeting and send the written recommendations to the parent.

**School Attendance Panel Meeting Recommendations:**

- The School Attendance Officer will monitor and review the attendance in line with the recommendations. If there has not been a significant improvement the matter will proceed to court as below:
- If the matter has been referred to the local Magistrates Court for their consideration without a monitoring period, the Local Authority will make an application for court and prepare the Section 9 Witness Statement.
- The Attendance Lead will prepare the court bundle and issue the summons to the parent with the date they must appear in court.
- The Education Welfare Service Court Officer will present the case at court on behalf of the school.
- If the parent enters a guilty plea the matter will be dealt with on the day.
- If the parent enters a not guilty plea a date will be set for trial and the Education Welfare Service will take the stand as a witness.
- If there has been significant improvement the School Attendance Lead, will write to the parent/child praising them for the improvement and if they continue to monitor the case will be closed after four weeks.

**This policy has been consulted and ratified by:**

Ratified By	Signature	Date
Governing Body	Mr Ryan Alan	September 2024
Headteacher	Shane Tewes	October 2024

**Policy Review**

The Attendance, Absence and Punctuality Policy will be reviewed **every 3 years** or sooner, taking into account any legislative changes and the latest guidance issued by the DfE.

Any changes made to this policy will be communicated to all relevant stakeholders.







Appendix: 1

## Woodside Reward Programme

### **Weekly Attendance**

- Assembly – HOS Assembly – Celebration of good and improved attendance. Ensure pupils are reminded of the importance of coming to school daily and link to later life/work
- Attendance Officer Hot Spot! -Class with highest attendance in each year group receives a special surprise reward. Teacher award on door.
- Class that has more than 3 stars on their attendance chart will receive a golden ticket
- Email, E-Certificate to parents to celebrate
- Share successes on social media and internal emails

### **End of Half term**

- Pupils receive excellent certificates 100% and reward
- Pupils receive well done attendance certificates –96%
- Most improved attendance recognised (1 per year group) – certificates.

### **End of Term**

- (as above)
- Pupils receive certificates 100% Half and Full Term and reward
- Class attendance winner – special class reward (chosen by class at the beginning of each term)

### **End of Year winner**

- The class with the highest full year attendance (96% +)- local trip (half a day) (each site)
- Lifetime award (Y6) – Framed certificate and reward
- Most improvement award –certificate and reward

**Must be in school to receive prizes.**

### **Punctuality**

#### **Half term**

#### **Improved punctuality**

- A good effort post card sent home.

#### **End of Year winner**

#### **Pupils with 100% punctuality**

- Certificate 100% and reward

<b>Code</b>	<b>Description:</b>
<b>Code / \:</b>	<b>Present at the school / = morning session \ = afternoon session</b> This code is classified for statistical purposes as attending. Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.
<b>Code L:</b>	<b>Late arrival before the register is closed.</b> All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes. This code is classified for statistical purposes as attending
<b>Code K:</b>	<b>Attending education provision arranged by the local authority.</b> The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending the provision arranged by the school rather than the local authority must be recorded using Codes P or B instead. This code is classified for statistical purposes as attending an approved educational activity
<b>Code V:</b>	<b>Attending an educational visit or trip</b> This code is classified for statistical purposes as attending an approved educational activity
<b>Code P:</b>	<b>Participating in a sporting activity</b> This code is classified for statistical purposes as attending an approved educational activity
<b>Code W:</b>	<b>Attending work experience</b> This code is classified for statistical purposes as attending an approved educational activity.
<b>Code B</b>	<b>Attending any other approved educational activity</b> The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. This code is classified for statistical purposes as attending an approved educational activity.
<b>Code D:</b>	<b>Dual registered at another school</b> The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. This code is classified for statistical purposes as not a possible attendance to avoid double counting.
<b>Code C1:</b>	<b>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</b> This code is classified for statistical purposes as authorised absence.
<b>Code M:</b>	<b>Leave of absence for the purpose of attending a medical or dental appointment.</b> If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for

	that session. This code is classified for statistical purposes as authorised absence.
<b>Code J1:</b>	<b>Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution</b> This code is classified for statistical purposes as authorised absence.
<b>Code S:</b>	<b>Leave of absence for the purpose of studying for a public examination</b> This code is classified for statistical purposes as authorised absence.
<b>Code X:</b>	<b>Non-compulsory school age pupil not required to attend school.</b> This code is classified for statistical purposes as not a possible attendance
<b>Code C2:</b>	<b>Leave of absence for a compulsory school age pupil subject to a part-time timetable</b> In very exceptional circumstances, where it is in a pupil's best interests, schools can temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.
<b>Code C:</b>	<b>Leave of absence for exceptional circumstances</b> A leave of absence in term time should only be agree in Exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. This code is classified for statistical purposes as authorised absence
<b>Code T:</b>	<b>Parent travelling for occupational purposes.</b> The pupil is a mobile child (no fixed abode) and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. If there is genuine and reasonable doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence. For statistical purposes this is counted as authorised absence
<b>Code R:</b>	<b>Religious observance</b> This code is classified for statistical purposes as authorised absence.
<b>Code I:</b>	<b>Illness – Physical and Mental (not medical or dental appointment)</b> Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Where the school has genuine and reasonable doubt about the authenticity of the illness, medical evidence should be requested to support the absence.
<b>Code E:</b>	<b>Suspended or permanently excluded and no alternative provision made.</b> This code is classified for statistical purposes as authorised absence.
<b>Code Q:</b>	<b>Unable to attend the school because of a lack of access arrangements.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y1:</b>	<b>Unable to attend due to transport normally provided not being available.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y2:</b>	<b>Unable to attend due to widespread disruption to travel (caused by a local, national, or international emergency).</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y3:</b>	<b>Unable to attend due to part of the school premises being closed.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y4:</b>	<b>Unable to attend due to the whole school site being unexpectedly closed.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y5:</b>	<b>Unable to attend as pupil is in criminal justice detention.</b>

	This code is classified for statistical purposes as not a possible attendance.
<b>Code Y6:</b>	<b>Unable to attend in accordance with public health guidance or law</b>
<b>Code Y7:</b>	<b>Unable to attend because of any other unavoidable cause.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code G:</b>	<b>Holiday not granted by the school.</b> This code is classified for statistical purposes as unauthorised absence
<b>Code N</b>	<b>Reason for absence not yet established.</b> This code is classified for statistical purposes as unauthorised absence.
<b>Code O:</b>	<b>Absent in other or unknown circumstances.</b> Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised. This code is classified for statistical purposes as unauthorised absence
<b>Code U:</b>	<b>Arrived in school after registration closed.</b> This code is classified for statistical purposes as unauthorised absence.
<b>Code Z:</b>	<b>Prospective pupil not on admission register.</b> To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. This code is not collected for statistical purposes.
<b>Code #:</b>	<b>Planned whole school closure.</b> This code is not collected for statistical purpose



**Appendix: 3**

**Request for Leave of Absence during Term Time\***

Please complete the form through our virtual office on the school's website :  
[https://www.woodsideprimaryacademy.com/page/?title=Request+for+Leave+of+Absence+from+Learning  
&pid=439](https://www.woodsideprimaryacademy.com/page/?title=Request+for+Leave+of+Absence+from+Learning&pid=439)

**Prolonged unauthorised absence may also result in your child losing their school place.**

\*To be completed and returned to the school 2 weeks prior to the leave, along with a letter detailing the "exceptional  
circumstance for which the leave of absence is required



