



Wodensfield
Primary School

ATTENDANCE POLICY

AIM TO BE THE BEST YOU CAN



Adopted by: Wodensfield Primary School

On: 06.03.23

Updated: March 2025

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Amendments

Page 1: Introduction updated to include Working together to improve attendance.

Page 4: Promoting regular attendance updated to include attendance rewards.

Page 4: email updated to attendance@wodensfield.org

Page 4: update to name of Education Welfare Officer

Page 5: Absence Procedures- the addition of safe and well checks

Pages 7-12: Appendices updated to include DfE information and School Attendance Letters.

Introduction

This policy has been written with reference to the DfE guidance “Working Together to Improve Attendance” September 2022.

The aim of this policy is to ensure that staff, pupils, and parents are consistent and clear about the attendance expectations that we have for our pupils and how we will support those pupils who struggle with these. Appendix 1 details the six key principles of Working together to improve attendance that the school will follow.

School vision statement

- We believe in inspiring and empowering all children to become independent, lifelong learners. Enabling them to become confident citizens, who make a positive contribution in the wider world.
- We will achieve this by offering an inspirational curriculum which engages, enriches, and excites learners in a stimulating and nurturing learning environment.

Wodensfield Primary is a successful school, and your child plays their part in making it so. For all children to gain the greatest benefit from their time at Wodensfield it is vital that they attend. This means that your child should be at school, on time, every day that school is open.

Our attendance target for individual pupils is 97%

The importance of school attendance.

Attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

Learning: - Any absence affects the pattern of a child’s schooling and regular absence will seriously affect their learning. Any pupil’s absence disrupts the 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 good reason is an offence in law and may result in prosecution.

Safeguarding: - Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility and within the context of this school, we will adhere to ‘Working Together to Safeguard Children’ (March 2015)

- Protecting children from maltreatment.
- Preventing impairment of children’s health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best life chances.

Failing to attend school on a regular basis is a safeguarding matter and can be reported to Children's services for further investigation.

Promoting regular attendance

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

To help us all focus on this we will:

- 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 progress and attainment.
- Celebrate good attendance through reward assemblies, certificates, and events. This includes weekly class trophies to recognise attendance over 96% and termly bronze, silver and Gold badges for individual pupils achieving attendance targets.
- Improved attendance will also be recognised where significant improvements have been made.

Understanding types of absence

Every half-day absence from school must be classified by the school (not by parents), as either AUTHORISED or UNAUTHORISED. Therefore, information regarding the cause of the absence is always required from the parent/carers. Please contact the school office via telephone 01902 556350 or email attendance@wodensfield.org by 9am on the morning of absence.

Authorised absences are mornings or afternoons away from school for reasons such as medical/dental appointments which unavoidably 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 by the school. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

Unauthorised absence includes:

- Parents/carers keeping children off school unnecessarily.
- Absence which has not been properly explained
- Shopping, looking after other children, birthdays.
- Day trips and holidays in term time which have not been agreed.

All children can experience times when they are unhappy, worried, or concerned about coming to school. The school is committed to working together with parents to resolve any issues that may be impacting on wellbeing and attendance. Please contact the school office as soon as possible to avoid issues escalating. Your child's class teacher, the school family liaison member of staff and the headteacher are available to offer support.

Persistent Absenteeism

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. Absence at this level can cause considerable damage to a child's educational outcomes, parents full support and co-operation is vital to tackle this. At Wodensfield we monitor all absence thoroughly. Any case that has reached the PA mark or is at risk of doing so is given priority. Persistent Absence pupils are monitored carefully with the support of the Education Welfare Officer (EWO) from the Local Authority. Wodensfield School's EWO is Mrs J Pendrous.

Absence Procedures

If your child is absent, you must contact school as soon as possible on the first day of absence.

If your child is absent, we will: -

- Telephone or text you on the first day of absence if we have not heard from you.
- Make a safe and well home visit, if we have not seen or heard from you after two days, or sooner if we have concerns regarding high levels of absence.
- Invite you into school to discuss the situation if necessary.
- Refer the matter to the Local Authority if attendance reaches a level of concern for us.

Lateness

Poor punctuality is not acceptable. It is the parent's responsibility to ensure your child attend school on time every day. Learning starts promptly at 8.50 am. Pupils who arrive late can disrupt lessons and it can also be embarrassing for pupils, which can then encourage absence. Lateness in attending school is an unauthorised absence.

The school day begins at 8.40am.

Children who are late must enter via the school reception and report to the school office. These children will be recorded in the late book as they will be recorded as absent in the class register and it will then be updates accordingly in the register by attendance staff.

Where a child is consistently late over several weeks, parents will receive a letter asking why their child is late and ask for cooperation in rectifying the situation.

If punctuality issues continue a referral may be made to the Education Welfare Service to help to resolve the issue, but you can also approach school at any time if you are having problems getting your child to school on time.

Holidays in term time

Taking holiday in term time will affect your child's schooling as much as any other absence. We expect parents to support attendance by not taking children on holiday during term time.

There is no automatic entitlement in law, to time off to go on holiday in school time. The Government made an amendment to *Education (Pupil Registration, England) Regulations 2006*, in September 2013 to reflect this.

Leave of absence shall not be granted unless: -

- (a) An application has been made in advance to the Head Teacher by a parent/s with whom the child normally resides; and
- (b) The Head Teacher in accordance with paragraph (1), considers that leave of absence should be granted due to the **exceptional circumstances** relating to that application.

Considering the changes to the Pupil Registration Regulations, Wodensfield Primary School will only grant leave where parents can prove exceptional circumstances and under no circumstances will authorize more than 5 days leave.

Leave of Absence (LoA) requests should be made to the head Teacher in writing as soon as possible. A LoA form can be requested from the main school office.

On any occasion that school refuses a request for leave in term time, should parents/carers proceed with the leave of absence then it will be recorded as unauthorized and will be referred to our Education Welfare Officer. Following the referral to the EWO, Penalty Notices may be issued by the Local Authority and fines will be implemented. This is currently £60 per child, per parent, if paid within 21 days of receipt of the notice; and £120 if paid between 21 and 28 days of receipt of the notice.

The people with responsibility for attendance matters in school are:

Samantha Walker- Head Teacher

Wendy Weaver- Attendance Administration

Kerry Jamieson- Pastoral Support/Family Liaison

Jane Pendros- Education Welfare Officer

Summary

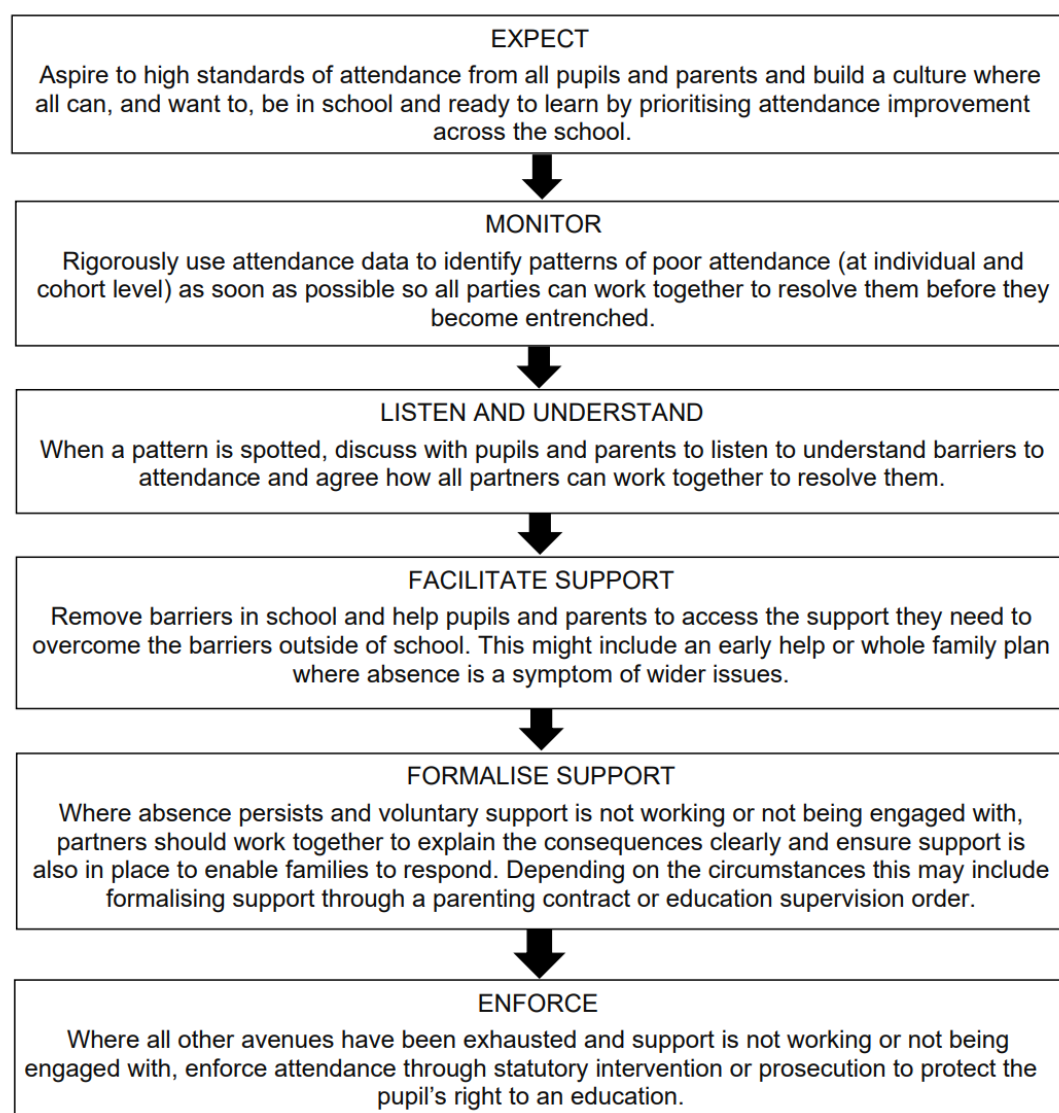
All staff at Wodensfield are committed to working together with parents/carers and pupils, to guarantee high levels of attendance. Through good attendance we can ensure every child's welfare and life opportunities are promoted.

This policy will be reviewed on an annual basis by the Governing Body.

Appendix 1: Working together to improve attendance.

Working together to improve attendance

13. 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 with, not against families. All partners should work together to:



Every Day at School Matters

How close is your child to 100%



Every Minute Counts

LATENESS = LOST LEARNING

(Figures below are calculated over a school year)

| | |
|--------------------------|----------------|
| 5 Minutes late each day | 3 days lost! |
| 10 Minutes late each day | 6.5 days lost! |
| 15 Minutes late each day | 10 days lost! |
| 20 Minutes late each day | 13 days lost! |
| 30 Minutes late each day | 19 days lost! |

Appendix 3

Letters

Late Letter Master



Wodensfield
Primary School

WOLVERHAMPTON CITY COUNCIL

Woden Avenue, Wednesfield, Wolverhampton WV11 1PW

Telephone: (01902) 556350 Email: office@wodensfield.org

Headteacher: Mrs. S. Walker

Ref: SWa/WAW

Date:

Dear Parents / Carers

I am concerned about the punctuality of your child's name

Child's name has been late to school on (**number**) occasions, and we feel it necessary to point this out to you.

When children are late to school, they disrupt the other children in their class. Children who are late often feel embarrassed to walk into class late. Children that are late are not receiving full access to the curriculum if they are late.

| Minutes late per day during the school year | Equals days' worth of teaching lost in a year |
|---|---|
| 5 minutes | 3.4 days |
| 10 minutes | 6.9 days |
| 15 minutes | 10.3 days |
| 20 minutes | 13.8 days |
| 30 minutes | 20.7 days |

As part of the attendance procedures, the school monitors lateness. We do understand that there are unforeseen circumstances that everyone experiences from time to time and hope that by bringing this to your attention, this lateness will not continue.

Yours sincerely

S. Walker (Mrs)

Headteacher

Less than 96% initial letter



Wodensfield
Primary School

WOLVERHAMPTON CITY COUNCIL
Woden Avenue, Wednesfield, Wolverhampton WV11 1PW
Telephone: (01902) 556350 Email: office@wodensfield.org
Headteacher: Mrs. S. Walker

Ref: SWa/WAW

Date

School Attendance Concern

Dear Parent/Carer

Child's Name:

Class:

Your child's attendance as of:

is

We appreciate that you may have contacted the school to report absences in line with our absence monitoring procedures, and we thank you for this.

However, as your child's attendance is significantly below our school acceptable percentage of 96%, we now write to ask for your support and consideration to ensure your child can make good progress in school, and to refrain from further absences.

Please continue to:

- Contact school on **every day** of absence
- Provide medical evidence of illness: this could be
 - GP appointment cards (date, time and child's name needs to be stated)
 - Prescription
 - Medication(Prescribed/Unprescribed)
 - Medication packaging
 - Hospital letters/Medical appointment letters

(The above information will be needed in order to authorise any absences in the future)

Please do not hesitate to contact us if we can provide any further support or advice, you can contact Mrs S Walker on 01902 556350 or our Education Welfare Officer – Jane Pendrous on 01902 550621 or 07989855076

Yours sincerely

S. Walker

S. Walker (Mrs)

Headteacher

Letter 2



Wodensfield
Primary School

WOLVERHAMPTON CITY COUNCIL
Woden Avenue, Wednesfield, Wolverhampton WV11 1PW
Telephone: (01902) 556350 Email: office@wodensfield.org
Headteacher: Mrs. S. Walker

Ref: SWa/WAW

Date:

Dear Parent/Carer

Child's Name:

Class:

Your child's attendance as of: **is** %

An appointment has been made for you to see Mrs S Walker (Headteacher) and Miss Jamieson (Family liaison officer) on at to discuss ways that school can support improving attendance.

We would like to offer support but if you decide to decline the support available and absences continue to be recorded as unauthorised it may lead to further actions.

Please continue to:

- Contact school on **every day** of absence
- Provide medical evidence of illness: this could be,
 - GP appointment cards (date, time and child's name needs to be stated)
 - Prescription
 - Medication (Prescribed/Unprescribed)
 - Medication packaging
 - Hospital letters/Medical appointment letters

(The above information will be needed in order to authorise any absences in the future)

Please do not hesitate to contact us if we can provide any further support or advice, you can contact Mrs S Walker on 01902 556350 or our Education Welfare Officer – Jane Pendrous on 01902 550621 or 07989855076

Yours sincerely

S. Walker

S. Walker (Mrs)

Headteacher

Letter 3 EHCP Letter Master



Wodensfield
Primary School

WOLVERHAMPTON CITY COUNCIL
Woden Avenue, Wednesfield, Wolverhampton WV11 1PW
Telephone: (01902) 556350 Email: office@wodensfield.org
Headteacher: Mrs. S. Walker

Ref: SWa/WAW

Date:

Address

Dear

This letter is in reference to: **Child's name – percentage %**

Due to unauthorised absences regarding attendance of **child's name** we have sent letters, however there has been little improvement.

An appointment has been made for you to see **Mrs S Walker (Headteacher) and Mrs J Pendrous (Education Welfare Officer)** on at pm at Wodensfield Primary School

We would like to offer support through an Early Help Assessment, to develop a plan to improve attendance and see what areas of support you and your child need to achieve this. I would like to take this opportunity to remind you that for **child's name** absences to be recorded as authorised, medical evidence will be required. The following evidence will be accepted by school;

- A GP appointment card (date, time and child's name clearly stated)
- Prescription
- Medication
- Medication packaging
- Hospital letters/Appointment letters

If you are unable to attend the meeting at the above time and date, please contact the school as soon as possible and an alternative appointment will be made.

Yours sincerely

S.Walker (Mrs)
Headteacher