

UNAUTHORISED TERM-TIME ABSENCE & HOLIDAY REQUESTS

The Department of Education have removed all rights that headteachers previously had to grant any leave of absence during term time, unless there are exceptional circumstances.

If you decide to take your child out of school during term time, and it has not been authorised by the school, you will be referred to the local authority who may choose to issue you with a Fixed Penalty Notice. This involves each parent having to pay £60 for each child removed from school. This will need to be paid within 21 days and, if not paid within this time, the charge will rise to £120 per parent per child and must be paid within 28 days to avoid potential prosecution. Woodlands Academy of Learning do not receive any income from this process.

WHAT ARE PARENTAL RESPONSIBILITIES?

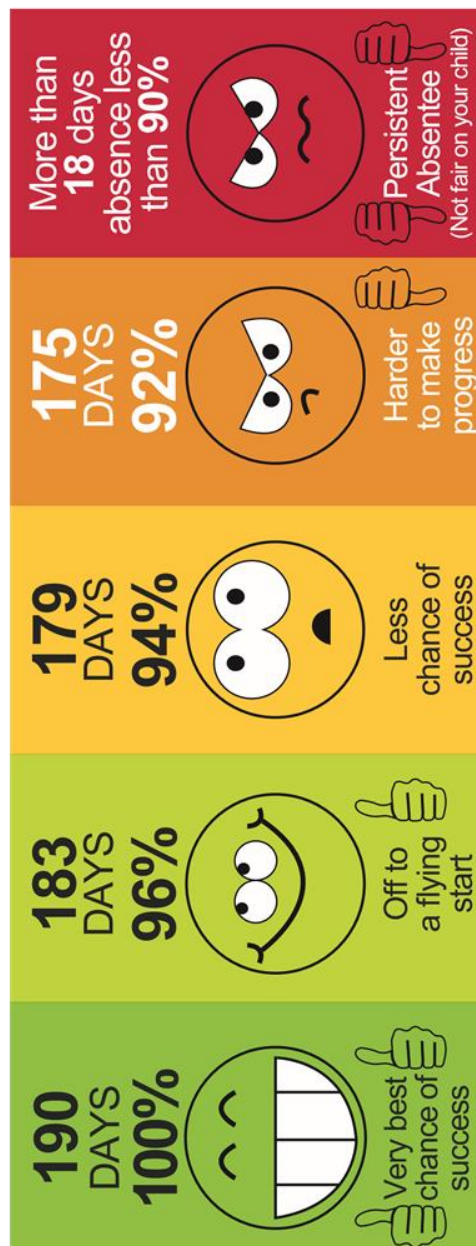
If your child is of compulsory school age, then as a parent, you are legally responsible for making sure that your child attends school regularly. This is the Law and any parent that is found to be in breach of this is at risk of being taken to court for criminal prosecution (Section 444 of the Education Act 1996).

N.B: PARENTS OF NURSERY AND RECEPTION CHILDREN:

Although your child is of a non-compulsory school age, our school policy still remains the same, and ask that you are respectful of, and adhere to the policy whilst your child is a pupil at Woodlands.

A full copy of our Attendance & Punctuality Policy can be found online, on our school website

There are **190** days in a school year which leaves **175** days to spend on family time, shopping, appointments and other things.



Attendance & Punctuality

Guide for Parents/Carers
2024/25

Together we strive for Excellence



WHY IS GOOD ATTENDANCE IMPORTANT?

- ✓ To avoid gaps in learning
- ✓ To help achieve good results
- ✓ To help with getting to sixth form, college, an apprenticeship or to university
- ✓ To help get a good job.

WHAT CAN I DO TO IMPROVE ATTENDANCE?

Here are a few examples of things your child can do to achieve good attendance & punctuality

- ✓ Routines - The easiest way to ensure your child attends school on time every day is to establish a **GOOD EVENING AND MORNING ROUTINE**
- ✓ If mornings are hectic in your household, try to prepare as much as possible the night before
- ✓ Have a regular bedtime
- ✓ Limit digital technology use i.e. social media, games consoles, ipads etc. (turn off at least 1 hour before bed)
- ✓ Have their own alarm clock
- ✓ Not waiting for friends who are running late
- ✓ Check bus timetables in advance.

IT ALSO HELPS IF PARENTS:

- ✓ Take an interest in school work
- ✓ Work with and support the school
- ✓ Praise their child's efforts.

MEDICAL/DENTAL APPOINTMENTS

Where possible, parents should try to arrange these out of school hours. If this is not possible, they should try to arrange them first thing in the morning or after 2.15pm.

- ✓ Evidence of the appointment must be shown when the students signs in or out.
- ✓ We will only ever authorise half a day for a medical or dental appointment.

LATENESS & PUNCTUALITY

Punctuality is of the utmost importance.

LATENESS WILL NOT BE TOLERATED.

The school day starts at 8:50am

when morning registration is taken. Pupils should be in their classroom at this time.

Pupil arriving after 8:50am will be marked as late (L code).

The morning register closes at 9:30am. After this time, a U code will be allocated which will be classed as unauthorised absence.

After lunch, registers are marked by 1:10pm in KS1 and 1:30pm in KS2. Pupils will receive a late mark if they are not in their classroom by this time.

The afternoon registers close after 10 minutes. Pupils will receive a mark of absence if they are not present.

Pupils attending after the register closes will receive a mark to show that they are on site, but this will count as a late mark (L Code).

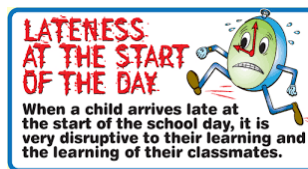
PERSISTENT ABSENTEEISM (PA)

To be classed as a good attendee, it is expected that a child has better attendance than 96%. At Woodlands, we aim for 100% attendance, because every lesson counts.

The government have defined, any pupil with an attendance percentage of 90% or below as a persistent absentee. Absence at this level will have a considerable negative impact to any child's education.

As a school we monitor attendance very closely, all PA pupil's will be closely monitored by the Headteacher and attendance team. If your child's attendance is under 90%, we will not authorise any absence without medical evidence i.e. prescriptions, doctors letter

If there is no improvement a meeting in school will be arranged with the parents, should attendance continue to remain low the concerns will be passed on to the Educational Welfare Team at the Local Authority who will decide what further action is required.



REWARDING EXCELLENT ATTENDANCE AND EXEMPLARY PUNCTUALITY

Children are rewarded weekly for attaining 100% attendance and punctuality, by receiving stamps on their star cards, which can then be exchanged for prizes for each 20 earned.

Reward assemblies are held and the class with the highest attendance for the previous week are praised and receive a certificate and class reward.

At the end of every term, all of the children with 100% attendance and no lates, have their names placed into a draw for the chance to win that terms attendance prize.

WHAT IS THE CORRECT PROCEEDURE FOR REPORTING ABSENCE TO THE SCHOOL?

The school has a legal duty to maintain an attendance register and has a safeguarding duty to ensure they know the whereabouts of ALL pupils during school hours.

- ✓ If the school have not been given prior notice, parents MUST contact the school before 9.00am on the first day of their child's absence providing full details of absence inc reason, doctor seen, medication, and expected date of return etc. etc.
- ✓ Parental contact will be required every other day for absences lasting longer than two days unless prior agreement is received
- ✓ If a child is absent without reason, a text message will be sent asking parents to contact the school with a reason, followed by a call if there is still response
- ✓ If no contact is made with parents or if attendance is of concern, a home visit may be made by a member of the Woodlands Attendance Team.

