



Wodensfield
Primary School

ATTENDANCE POLICY

AIM TO BE THE BEST YOU CAN



Adopted by: Wodensfield Primary School

To Be Approved at Standards and Safeguarding Committee: 18th November 2024

Signed by Chair of Governors: 

Review date: November 2025

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Amendments – March 2023

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.

Amendments – March 2024

Page 3: change of attendance expectation from 97% to 96%

Page 9-12: Updated School Attendance Letters

Amendments- September 24

Page 3: updated Working together to improve attendance August 2024

Page 4: Promoting regular attendance to include regularly analyse attendance and absence to identify pupils that require support

Page 5: Addition of time register closes 9.20am and lateness marked as unauthorised absence.

Page 5: Holiday in term time amended to Leaves of Absence in Term Time

Page 5: Change from LoA should be presented to the Headteacher in writing as soon as possible, to giving at least four weeks' notice.

Page 6: Update to Penalty Notice increase

Page 6: Addition of National threshold for considering a penalty notice information.

Introduction

This policy has been written with reference to the DfE guidance “Working Together to Improve Attendance” August 2024.

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 96%

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:

- Regularly analyse attendance and absence data to identify pupils that require support with their attendance and put effective strategies in place.

- 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 recognition 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/carer. 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 be 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% (19 days) 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 after the register has closed at 9.20am 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.

Leaves of absence 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, giving at least four weeks' notice . A leave of Absence 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 £80 per child, per parent, if paid within 21 days of receipt of the notice; and £160 if paid between 21 and 28 days of receipt of the notice.

National threshold for considering a penalty notice

Working Together to Improve School Attendance (August 2024) sets the National threshold at "10 sessions of unauthorised absence in a rolling period of 10 school weeks". This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). The period of 10 school weeks can

also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

The school will monitor unauthorised absence and if this threshold is met, the following considerations will be made to decide whether a penalty notice will be issued in each individual case:

- Is support appropriate?
 - If yes, the school will continue with the support without a penalty notice or issue a notice to Improve if the support is not working or is not being engaged with. A penalty notice can be issued if either has not worked
 - If no, for example a holiday in term time, a penalty notice should be issued. This is subject to the conditions on p57 of Working together to improve school attendance 2024.

The school and Local Authority Education Welfare Officer will continue monitor the impact of the above actions. If the action does not lead to attendance improvement the case will be reviewed and alternative actions considered.

The people with responsibility for attendance matters in school are:

- Samantha Walker- Head Teacher Attendance Champion
- TBC - Attendance and Safeguarding Officer
- Kerry Jamieson- Pastoral Support/Family Liaison
- Jane Pendros- Education Welfare Officer

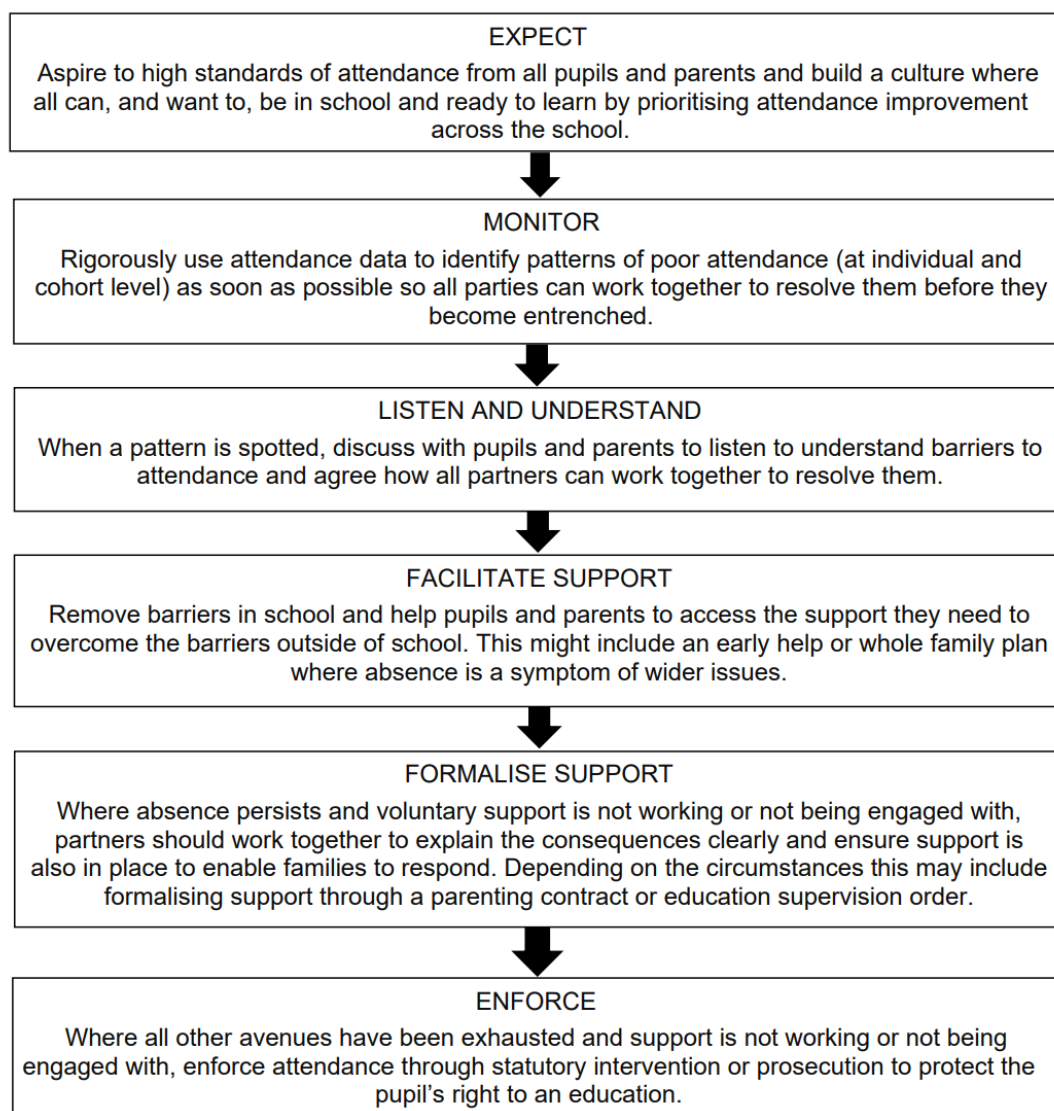
Summary

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.

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!



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

Date:

Dear Parent/Carer of \$Forename\$,

We have noticed that \$Forename\$ is often late for school in the mornings. School starts promptly at 8.40am, with the register closing at 8.50am.

We know that mornings can present challenges, and we are keen to work with you to help to improve \$Forename\$'s punctuality.

Arriving promptly makes sure that your child does not miss schoolwork and prevents disruption to learning.

Persistent lateness can lead to a significant loss in learning time over the school year.

Every Minute Counts:

LATENESS = LOST LEARNING (figures calculated over a school year)	
5-minutes late each day	3 days lost!
10-minutes late each day	6½ days lost!
15-minutes late each day	10 days lost!
20-minutes late each day	13 days lost!
25-minutes late each day	19 days lost!

We would like to talk to you to discuss avenues for support to help \$Forename\$ improve their punctuality.

Please contact Mrs Walker on 01902 556350 to make an appointment or arrange a phone call.

Kind regards,

Mrs S. Walker
Headteacher



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Telephone: (01902) 556350 Email: office@wodensfield.org
Headteacher: Mrs. S. Walker

Date:

Parent/carer name:

Address:

RE: NOTICE TO IMPROVE ATTENDANCE

Dear Parent/Carer of \$Forename\$

\$SchoolMember\$ | DOB | Attendance is currently: (number of days missed)

Regular school attendance is vital for your child to gain the full benefit from their education. Due to unauthorised absences regarding \$Forename\$, we have made telephone calls, sent letters, and completed home visits, however, there has been little improvement. We are now placing you under 10 weeks' **Notice to Improve** your child's school attendance and would like to invite you to a meeting, to discuss support that could be offered through an Early Support Plan. This plan is to help improve your child's attendance and see what areas of support you and your family might need to achieve this.

I would like to take this opportunity to remind you that in order for \$Forename\$'s 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
- Medication

An appointment has been made for you to meet with (professionals attending the meeting) on (date) at (time) at (venue).

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

Yours sincerely,

Mrs S. Walker
Headteacher



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

Date:

Dear Parent/ Carer,

Re: Information Regarding School Attendance

This letter is in reference to: \$SchoolMember\$ | DOB: XXX | \$RegGroup\$

I am writing to you regarding the attendance of \$Forename\$ in \$RegGroup\$.

Whilst it is appreciated that you may have contacted the school to report absences in line with our absence monitoring procedures, \$Forename\$'s attendance is below our acceptable percentage of 96%.

The aim is for the school and home to work together to ensure your child is able to attend and achieve at Wodensfield. Please visit [Attendance | Wodensfield Primary](#) for important information explaining our procedures, expectations and attendance guidance.

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 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. We have informed our Education Welfare Officer Mrs J. Pendrous who will monitor alongside school.

Yours sincerely,

Mrs S. Walker
Headteacher



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Telephone: (01902) 556350 Email: office@wodensfield.org
Headteacher: Mrs. S. Walker

Date:

Dear Parent/ Carer,

Re: Attendance Concern

Further to our telephone conversation and email of **[date]**, \$Forename's attendance has not improved and is now a concern. In order to improve attendance, in the best interests of your child's education, a telephone appointment has been made with the Education Welfare Officer, Mrs J. Pendrous. She will contact you on **[date]** between 1:30pm and 3:30pm to discuss ways that school can support and possible next steps in the event of no improvement. She will contact you on the telephone number ending in **[xxx]**. If this number is incorrect, please update on the SIMs Parent app.

The aim is for the school and home to work together to ensure your child is able to attend and achieve at Wodensfield. Please visit [Attendance | Wodensfield Primary](#) for important information explaining our procedures, expectations and attendance guidance.

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 to authorise any further absences.

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 – Mrs J. Pendrous on 01902 550621 or 07989855076.

Yours sincerely,

Mrs S. Walker
Headteacher



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Telephone: (01902) 556350 Email: office@wodensfield.org
Headteacher: Mrs. S. Walker

Date:

Dear Parent/Carer of \$Forename\$,

Re: \$SchoolMember\$ - [percent]%

Due to unauthorised absences regarding attendance of \$Forename\$ 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 [date] at [time] at Wodensfield Primary School.**

We would like to offer support through an Early Support Plan; 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 in order for \$Forename\$ 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,

Mrs S. Walker
Headteacher