

# Woodnewton- a learning community

## Attendance Policy 2023/24



<b>Approved by:</b> Governance
<b>Last reviewed on:</b> 1/09/23
<b>Next review due by:</b> 1/9/2024
<b>Date:</b> 01/09/23



## **Woodnewton Attendance Policy 2023-2024**

At IFtL Trust Schools, we are relentlessly driven by our pursuit of excellence and high expectations of learning, behaviour and respect for every member of our community. We strive to promote and create responsible citizens who are punctual and who have consistently high rates of attendance.

### **Aspirations**

We strive to promote and create responsible citizens who:

- Arrive to school on time and ready to start the day calmly and focussed prepared for learning.
- Excellent levels of attendance for all groups of pupils.

### **Core Values**

We believe everyone within the IFtL community has the right:

1. To learn
2. To be respected
3. To be safe and supported

To achieve these things children need to be in school on time and regularly.

### **Success Indicators**

All schools within the Trust will implement the following indicators:


- Average attendance for the school is above National Average.
- Persistent absence is below National Average.
- There is no difference between the attendance for any groups of pupils.
- All groups of pupils arrive punctually and ready for learning.
- Strategies and interventions in place to address any concerns with regards to attendance, absence and punctuality; these will promote attendance as a whole school approach and bespoke, personalised approaches for individual pupils and

any vulnerable group(s) identified with concerns in relation to attendance and punctuality.




## **Objectives**

At Woodnewton, we believe that close and collaborative working relationships with our families are very important and central to all children being as successful as they can be. Parents and carers are expected to contact school staff and to work with them in resolving any problems together.




To promote good attendance:

-  This is vital to children's educational achievement, well-being and keeping them safe.






To convey clearly to parents and children that:

-  Regular attendance is essential.
-  Regular or frequent lateness at the start and end of each session is unacceptable.
-  Unjustifiable absence will be investigated and may be recorded as an unauthorised absence.

To keep records of attendance which:

-  Clearly distinguish between authorised and unauthorised absence.
-  Provide accurate information on actual attendance to enable monitoring and evaluation of attendance rates.
-  Show lateness so that patterns may be addressed.

To build on existing good practice that fosters a positive attitude to good attendance by:

-  Responding rapidly to children's absence.
-  Recognising and celebrating children who maintain 'excellent', 'good' and 'improving' attendance.
-  Sharing attendance figures with parents and carers.
-  Targeting attendance where it has been an issue and putting in place strategies to support improvement.
-  Targeting persistent lateness where it has been an issue and putting in place techniques to ensure improvement.

## **Sharing Information**

Each school will make its policy on attendance clear to parents and children through:



Sharing information and expectations prior to admission.



The use of standardised letters to parents addressing specific aspects of attendance or punctuality that require parental response.



Clear systems and procedures to address all pupil absence and lateness.

At IFtL, all our schools believe in the importance of close and collaborative working relationships with external agencies and families and the children. To this end, all our schools are committed to working together with other agencies, for example social workers and the Local Authority, to support attendance and the families/ child as needed. All our schools will work with families and their child (ren) at an individual level, carefully considering the needs and circumstances in a bespoke way to agree the best way to support. Support will also be provided to those families where attendance has been an issue previously.

At Woodnewton we continue to support the families within our community. We are aware that at times children can feel anxious about attending school. We know that families may go through unsettled times that can make regular school attendance difficult. Please know that we are here to help and work in partnership to support your child's regular attendance at school.

### **Attendance Registers**

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made

- The name and position of the person who made the amendment (See Appendix 1 for the DfE attendance codes.)

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

The school gates open at 8:45 am each day. Pupils must arrive in school by 8:55 am. The school gates close at 9:00 am. Children arriving after this time will enter via the Office and after 9:15am will be signed in using Inventory.

The register for the first session will be taken at 8:55 am and will be kept open until 9:15 am. The register for the second session will be taken at 1:00 pm for Key Stage 1 and 12:45pm/1:45 pm for Key Stage 2.

### **Unplanned Absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – before 8:55 am. This is for safeguarding purposes.

To inform the school of your child's absence, please contact the school office and speak to a member of the office staff/ attendance team or leave a voicemail. Voicemail messages are checked regularly throughout the day. It is expected that a reason is provided for the child's absence. You can also contact the school via the following options:

Text: 07909257781

Email: [attendance@woodnewtonalc.com](mailto:attendance@woodnewtonalc.com)

App: Gateway Parent App

The reason for absence will be recorded on Bromcom alongside the child's registration document. It is the decision of the Headteacher to decide if the reason provided will be authorised. Parents must contact the school office every day their child is absent, unless advised otherwise by a member of school staff e.g. long-term absence due to an operation.






### **Definitions of Attendance**

Every half-day absence from school has to be recorded by staff at the school as either **authorised** or **unauthorised**. Any information about the cause of each

absence is always required, if possible in writing. In some cases, further evidence will be required to support absences.

**Authorised absences** are mornings or afternoons away from school for a good reason, such as illness or other unavoidable causes.

**Unauthorised absences** are absences that school do not consider reasonable, or for which no 'leave' has been authorised. These are an offence on the part of the parent and include:

-  Keeping children off school without a good reason
-  Truancy from a whole session
-  Absences where we have not been able to obtain a reason
-  Children arriving at school too late to get a present mark
-  Taking holidays during term-time, this includes attending a family wedding.

### **Information about individual school targets, projects and special initiatives and strategies**

**Woodnewton a learning community has a whole school attendance target of 96%.**

#### **Weekly Celebration Assemblies**

Celebration Assemblies are held every week. The attendance for all classes is shared and the winning class in Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2 are awarded the attendance trophy. The class with the best punctuality for each area of the school is awarded the Golden Alarm Clock.

#### **School Newsletter**

Each term, the school newsletter is used to highlight the importance of good attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives, which the school is using, to promote attendance and punctuality.

#### **Displays**

Displays are used throughout the school to share attendance figures and to promote good attendance with pupils.

#### **Breakfast Club**

The Breakfast Club runs every day. This supports parents by allowing them to drop their children off from 7:45am, ensuring they are on time for school.

### **The School Learning Environment**

A welcoming, organised learning environment that supports and celebrates its learners is a key factor in ensuring children enjoy coming to school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental monitoring are carried out by the SLT, to ensure this.

### **Staff Promoting Good Attendance**

It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and this is celebrated.

### **Children Promoting Good Attendance**

Children are given the opportunity to be nominated to undertake the role of Attendance Captain within their class. They are responsible for ensuring the amount of children present is displayed in the classroom and will promote good attendance within their classrooms by role modelling this to their peers.

### **Sharing Attendance Data**

Pupils are informed on a weekly basis of attendance/punctuality achievements. Each classroom displays the attendance and punctuality each week on two stars, displayed on the classroom door.

### **Attendance Success Cards**

Attendance Success Cards will be used to support and improve attendance for specific pupils. These will be used to set individual targets for children that can be tracked and achieved on a weekly basis.

### **Rewards**

If a child has attendance over 97%, then they will be entered into a prize draw twice throughout the academic year. Children with 99 or 100% attendance at the end of the academic year will receive a prize to recognise this achievement. For pupils, there will be a reward, of a reading book, at the end of each term for one child within each year group with 99 or 100% attendance.

### **Parent/teacher consultation evenings**

This provides an opportunity for class teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance. Where necessary a target for improving attendance is set, however, if it is an ongoing issue, it is referred to the Attendance Officer for support. Attendance figures will be




shared with parents on consultation open evenings, and are available live on our SchoolComms app.

## **Overview**

The attendance officer monitors pupil absence on a daily basis, with in-depth reports being generated on a weekly basis. This includes tracking the attendance of individual groups of pupils, as well as groups of pupils such as those identified as Pupil Premium or having a Special Educational Need. An overall attendance figure is generated for the school.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

## **Attendance below 96%**

-  A courtesy letter shall be sent out to inform you that your child's attendance has dropped below 96% and is being monitored.
-  A success card shall be issued in school to your child and will be monitored regularly by the attendance team
-  A request for evidence for all appointments and absences to authorise shall be made.

## **Attendance Percentage below 90%**

Parents will be invited into school to work collaboratively on creating an action plan and to discuss the situation in greater detail. Medical records / evidence will be requested as appropriate.

If attendance percentage does not improve, parents will be invited to take part in an attendance panel meeting held in school. The attendance panel will include the Attendance lead, a member of SLT and / or the Designated Safeguarding Lead and our Education Inclusion Partnership Officer. All evidence of the individual situation will be reviewed and appropriate targets will be set. Regular review meetings will be arranged. If the parent/carer does not attend the meeting then targets shall be set and a copy sent through the post.

If attendance does not improve, the Education Inclusion Partnership Officer from the Local Authority, will be informed and it may be necessary to take further action and **a fixed penalty notice may be issued.**

School-age pupils are **persistent absentees** if they miss 10% of sessions or more. Therefore, any pupil with an attendance below 90% will be on the persistent absence



register. The school has a responsibility to reduce the number of children attending school at this percentage and is required to make interventions to support families. These are called 'persistent absentees' by the Government, whatever the reason for their absence. Special procedures may be applied to children at risk of falling into this category.

### **Fixed Penalty Warnings/Notice**

A warning letter will be issued after ten unauthorised sessions have been recorded over a period of twelve weeks. The warning letter will be effective for twelve weeks and during this time it is an expectation that the child's attendance increases. After three weeks, the attendance will be reviewed. If there is no improvement to the attendance for that child, a Fixed Penalty Notice will be issued which will result in a fine of £60 or £120 if not paid within 28 days.

### **Procedures if your child is absent**




The school applies the following procedures in deciding how to deal with individual absences:


#### **First Day of Absence**

Parent/ Carers are required to call in each day their child is absent for any reason. If the school is not contacted, a first day response call home will be made to ensure all children are accounted for. If we do not manage to obtain contact we shall call all contacts given on the child's records.

Please ensure that all your contacts are up to date with the school.

#### **If Your Child is Absent.**

-  The Parent/ Carers are required to contact the school **EVERY** day the child is absent.
-  Each reason will be recorded on the child's registration profile and you may be called for additional information.
-  If Parent/ Carers do not contact the school and the school is unable to get hold of the child, the school attendance and safeguarding team will conduct a home visit to check the child is safe. If we are concerned for the child's safety, a referral will be made to the Multi Agency Safeguarding Hub (MASH) or the Police may be called.

 If the school are concerned about a 'Child Missing in Education' the procedures stated within Child Protection and Safeguarding Policy will be followed and a referral shall be submitted.

### **Procedures if a child is absent due to persistent illness**

If a child is persistently ill, school will be able to provide support for the child and the family. Parent/Carers are required to contact a member of the Attendance Team to inform the school of medical appointments and if they are absent for long periods during serious illness. In this instance, the school will require written medical evidence, for example, letters or a doctor's visit.

### **Any planned absence from school, including holidays within term time**

Since September 2013, it is no longer been possible to authorise family holidays. Leave may only be granted for 'exceptional circumstances' and examples may include; visiting a new school, a recognised religious festival, a recognised sporting event, a funeral or taking an external exam.

For any requests for leave, parents are required to complete a request form (See Appendix 2) for the attention of the Headteacher which can be collected from our main reception PRIOR to the time of absence. When submitting a request of absence form please include all documents or information that you think is relevant for the Headteacher to consider when looking at your request. Please be aware that no leave for absence is to be authorised in term time. You shall receive notification of your request through the post for your reference.




Any holiday will be marked as unauthorised and will be recorded on the register. A fine warning letter will be issued and any subsequent holiday taken, may be issued with a fixed penalty notice, resulting in a fine of £60 per child per parent, which becomes £120 if not paid within the 28 days.

One day is authorised for a recognised religious event, but any other days taken before or after this day will be given an unauthorised absence mark.

It is important to note that all holiday and fine warning letters will be chronologically recorded to support the issue of a fixed penalty notice.

### **Punctuality**

It is imperative that children learn the importance of punctuality in order to fulfill their own role in society as they grow into young adults. This role modelling of good practice begins in primary school.

-  Children are expected to arrive at school and be in class ready for learning by 8.55am
-  A late mark is given to any child arriving after 9:00 am and can affect a child's attendance %.
-  Where a child is persistently late a fixed penalty notice may be issued

### **Summary of Daily Procedures**

<b>Daily Procedures</b>	<b>By whom</b>	<b>Outcomes and Actions</b>
Parents ensure pupils arrive at school on time.	Parents/carers	Children will be in school to start learning on time.
Parents inform the school by 8:55am, if their child is going to be absent that day.	Parents/carers	Office staff update registers with the appropriate code and reason for absence.
Pupils arriving late to school are registered at the Reception.	Parents using Inventory	Absence mark on Bromcom amended to a late mark.
Attendance Officer to meet parents of children who are late and discuss reasons for lateness.	Attendance Officer	Appropriate actions to be completed by Attendance Officer or parents following discussion.
Teachers to take the register using Bromcom at specified times during the school day.	Teachers/Supply staff	Teacher to inform Attendance Officer of concerns.
First day response phone calls are made by the Office Administrator in instances where parents have not contacted the School Office.	School Administrator	School Administrator to update Bromcom with reasons and the correct codes. They will also inform the Attendance Officer of any families they have been unable to contact.
Attendance Officer/Safeguarding Team may carry out home visits and contact the Police/MASH if there are concerns about a child's safety.	Attendance Officer	Contact to the Police/Safeguarding Referrals made as required.

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### Summary of Weekly Procedures

Weekly Procedures	By Whom	Actions/Follow up
Attendance/punctuality statistics to be generated and analysed. To include: Overall whole school attendance figure Attendance by class Attendance by group Lates Persistent Absence	Attendance Officer	Actions to be taken as a result of analysis to address issues/emerging trends. Actions include whole school/ group and individual responses as required.
Attendance Figures shared in assembly, displayed around school and shared with parents. Attendance trophy/Golden Alarm Clock awarded to the class with the highest attendance in KS1/Lower KS2/ Upper KS2.	Attendance Officer /Teachers	All members of the school community are aware of attendance results.

### Summary of Half-Termly and Termly Procedures

Termly Procedures	By whom	Actions/Follow up
Analyse half-termly attendance/punctuality data to monitor trends and progress.	Attendance Officer	Actions to be taken dependent on the outcomes of the analysis.
Assemblies to promote attendance/punctuality and share term's data and progress.	SLT/Attendance Officer	

Individual attendance/punctuality discussed with pupils and families, at parents' evenings (Autumn and Spring). Attendance records shared within the child's annual report at the end of the Summer term. All parents/ carers to be sent their child's attendance on a termly basis.	Class teachers	Mentoring and advice on attendance/punctuality issues provided to all families.
Analyse attendance/punctuality data for each half term and to identify cases of concern and develop appropriate interventions.	Attendance Officer/ Safeguarding Team	Targeted intervention for individual concerns.
Meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided for pupils and families.	Attendance Officer/ Safeguarding Team	Targeted intervention for individual concerns.
Review success and impact of attendance/punctuality strategies for the term.	Attendance Officer/ Safeguarding Team	Amend and refine interventions as appropriate.

## **Roles and Responsibilities**

### **Governance**

Governance is responsible for monitoring attendance figures for the whole school on at least a half termly basis. It also holds the Headteacher to account for the implementation of this policy.

### **The Headteacher**

The Headteacher is responsible for ensuring this policy is implemented consistently across the school and for monitoring school-level absence data and reporting it to Governors.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

The Headteacher will hold meetings with parents as a result of poor attendance/punctuality.

## **The Attendance Officer**

The Attendance Officer:

- Takes a lead on attendance on day-to-day basis
- Monitors attendance data (daily, termly, yearly) at the school and individual pupil level
- To liaise with the School Administrator on a daily basis about pupil absence
- Produces weekly attendance reports to the Senior Leadership Team
- Responds to findings in the attendance data
- Reports concerns about attendance to the Headteacher
- Works with the Education Inclusion Partnership Team (EIPT) to tackle persistent absence
- Notifies parents that their child's attendance is of concern (Below 97%)
- Arranges calls and meetings with parents to discuss attendance issues
- Supports families, where appropriate, with individual approaches to promote good attendance, this may include leading Early Help Assessments.
- Liaise with families where to support them in over-coming barriers to good attendance
- Advises the Headteacher when to issue fixed-penalty notices
- Liaise with the School's Safeguarding lead, Social Care, MASH and the Police as required
- To ensure that the strategies identified to promote good attendance are in place and effective, including monitoring the effectiveness of strategies to support individual families.
- Reporting reduced timetables, and exclusions to EIPT
- Reporting children as 'Missing in Education' to EIPT

## **Class Teachers**

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via Bromcom. They must ensure that the register is completed within the appropriate timescales, and it is accurate. They must also:

- Support the Attendance Officer in promoting good attendance for all children
- Carry out in-lesson monitoring and record the 'Number on Roll' on a daily basis on their class whiteboard

- Record the class' weekly attendance figure on their class door and discuss this with their pupils
- Praise and celebrate good attendance
- Ensure regular check-ins are made with children who have been absent on their return
- Share any concerns or information they have about poor attendance with the Attendance Officer/Safeguarding Lead, as appropriate.

## Office Staff

Office staff are expected to take calls from parents about absence, and check the school messages, recoding the reasons for absence on Bromcom. This information is passed on daily to the Attendance Team so that further monitoring and follow up can be carried out. They will also contact parents who have not made contact with the school office by 8:55am, and will call other contacts on the child's file if contact with the parents cannot be made. They will inform the Attendance Officer of concerns e.g. unable to make contact.

## Parents/ Carers

Parents and Carers are expected to contact school staff to work with them in resolving any problems together.

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school by 8:55am. **If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If they don't get any better, the school can contact parents to collect them. Please see the Guide for Parents (Appendix 3/4).** The school will not authorise absences for holidays, shopping, looking after other children or adults, birthdays, day trips etc. Leave may however, be granted in an emergency or exceptional circumstances, for example, for genuine pastoral reasons (e.g. after the death of a close relative).

Parents are required to make routine medical and dental appointments outside school time wherever possible. Where such appointments in school time are unavoidable, staff should be informed in advance and given evidence for this appointment (for example, a medical letter) and where possible the child should attend school before and after appointments. A 'present' mark can then be awarded if the child attends for as much of the session as they can. It is always better to attend, rather than missing the whole session. If pupils' have a dental, clinic or hospital appointment, parents should let the school know; where possible, in advance. School can administer

**prescription** medication. Please contact the school office to arrange this. The pupil will need to be signed in and out of the school premises. If the pupil is leaving the school site before the end of the day, the latest time for collection due to safeguarding is 2:50pm.

**Therefore, parents are expected to:**

- Ensure their child attends the school and arrives on time every day
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons e.g. PE Kit
- Arrange medical and dental appointments outside school time wherever possible
- Telephone to inform the school on each day of absence for their child
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning

**Monitoring Arrangements**

This policy will be reviewed yearly by the Attendance Officer alongside the Safeguarding Team. At every review, the policy will be shared with the Governing Body.

**Links with other Policies**

This policy is linked to:

Child Protection Policy (this includes procedures for Children deemed to be missing in education)

Inspiring Futures Through Learning: Attendance Core Values



**Version:**  
September 2023

**Approval:**

**Next Review on or before:**  
**September 2024**

This policy will be reviewed annually by the Woodnewton Senior Leadership Team and approved by the Governing Body at least on an annual basis (although amendments prior to this may occur to reflect the key changes and proposals within curriculum currently occurring)

## Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on Academy attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the Academy
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the Academy
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the Academy
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances

<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	Academy has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the Academy
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the Academy
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	Academy is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at Academy after the register closed

Code	Definition	Scenario
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<b>X</b>	Not required to be in Academy	Pupil of non-compulsory Academy age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	Academy site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the Academy
<b>#</b>	Planned Academy closure	Whole or partial Academy closure due to halfterm/bank holiday/INSET day

## Appendix 2: Request for Term Time Leave of Absence

### REQUEST FOR TERM TIME LEAVE OF ABSENCE

To be completed by Parent/Carer and returned to the school at least 10 days prior to the requested period of absence. We ask parents to make every effort to avoid disruption to their child's education through term-time absence. However, we recognise that sometimes there are **exceptional** circumstances, which necessitate the removal of your child from our school during term-time. The Keeping of Pupil Regulations Act 2006 took away the right of parents to remove their children for family holiday during term time other than in exceptional circumstances. **All absences**, other than illness, must be requested PRIOR to the date of the absence and will be considered by the Principal.

Name of child: ..... Class: .....

First date of absence: ..... Last date of absence: .....

Reason for absence: (attach any supporting documentation) .....

Signed: ..... (Parent/Carer) Date: .....

Attendance %			Previous term time holiday	
Year				

Office Administration:

Date request  received:  Details  Register  recorded



### RESPONSE TO ABSENCE REQUEST

(Notification returned to parent at home address)

Dear Parent/Carer, Name of child: ..... Class: .....

Date of Absence: .....

Child's current attendance before requested leave of absence:.....

<input type="checkbox"/>	Authorised	<div>Comment:</div>
<input type="checkbox"/>	Unauthorised	
<input type="checkbox"/>		

Signed: ..... Date: .....

(Headteacher)

**Warning:** the local Authority may issue a fixed penalty notice if you choose to take unauthorised term time holiday. Each parent may be liable to a penalty of £60 if paid within 21 days and £120 if paid between 22-28 days for each child registered at the school. **Please be aware that following the issue of two penalty notices, Northamptonshire county Council will review each case and further action may be taken.**

### Appendix 3: Guide for Parents – Minor Illness and Academy Attendance

Children who attend the Academy regularly are more likely to achieve well and reach their full potential.

Missing days disrupts Academy routines and learning. The most common reason for children to miss a day is illness, however most of the time childhood ailments can be managed within the Academy.

Please remember that early morning aches often pass, so don't keep your child at home 'just in case' when they could be learning in class.

Tell Academy staff and they will phone you if your child continues to have symptoms or report that they are unwell.

Please make sure that the contact details the Academy has are current and up to date.

It is important that the Academy is able to make contact with you during the day if your child is not well enough to stay in our Academy.

#### **Medical appointments**

Where possible please arrange doctor, dentist and optician appointments outside of Academy hours. If this is not possible, your child should attend Academy for the remainder of the day.

#### Other Useful Links

[www.hpa.org.uk](http://www.hpa.org.uk)

[www.dh.gov.uk](http://www.dh.gov.uk)

[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

[www.wiredforhealth.gov.uk](http://www.wiredforhealth.gov.uk)

[www.dfes.gov.uk](http://www.dfes.gov.uk)

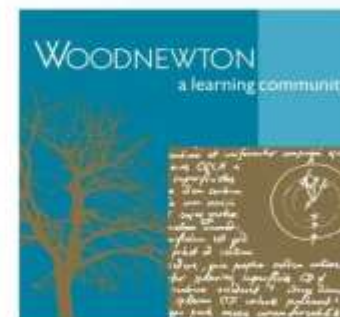
[www.immunisation.nhs.uk](http://www.immunisation.nhs.uk)



**Inspiring Futures  
Through Learning**

## Minor Illnesses and Academy attendance

To help avoid unnecessary absences, we have produced this leaflet as a general guide to help you decide whether your child is well enough to attend the Academy.



# Infections in Children

## COVID-19

If you or your child have symptoms of COVID-19 please refer to the latest Government Guidance which will also be on our Academy website.

## Chicken Pox and Shingles

Your child should be absent from our Academy for at least 5 days. Your child can return once the spots have dried and crusted over.

## Conjunctivitis

Your child can return once their eyes have been treated with eye drops.

## Impetigo

Your child can return once the lesions are crusted and healed.

## Common Cold

Your child can attend if they have a cold. Your child will only need to be absent if they have a high temperature.

## Tonsillitis

Your child can attend as long as they do not have a temperature. If your child has been prescribed antibiotics, these can be administered at our Academy.

## Diarrhoea

Your child can return 48 hours after their last bout of diarrhoea.

## Vomiting/Sickness

Your child can return 48 hours after their last bout of sickness.

## Scarlet Fever

Your child can return when they feel well. If your child has been prescribed antibiotics, these can be administered at our Academy.

## Chest Infection

Your child can return when they feel well and they no longer have a temperature. If your child has been prescribed antibiotics, these can be administered in our Academy.

## Ear Infection

Your child can return to Academy when they feel well and they no longer have a temperature. If your child has been prescribed antibiotics, these can be administered in our Academy.

## Contact Information

Woodnewton-a learning community  
01536 265173  
Attendance Mobile  
07909257781

Please ensure that you call or text the Academy on the first day of absence on the numbers above where possible before 8.55am. Please keep us updated daily, as to when your child will be returning to the Academy this is to ensure we are adhering to our Safeguarding procedures.

If no reason is provided for a child's absence a first day response call will be made by the Attendance team. If contact is not made all numbers on the system for your child will be called. If no further contact is made a home visit from the safeguarding team will be undertaken.

## Appendix 4: Guide for Parents – Attendance Matters

Academy contact number:

Woodnewton-a learning community  
01536 265173

A copy of our attendance policy can  
be found on our website at:  
[www.woodnewtonalc.com](http://www.woodnewtonalc.com)

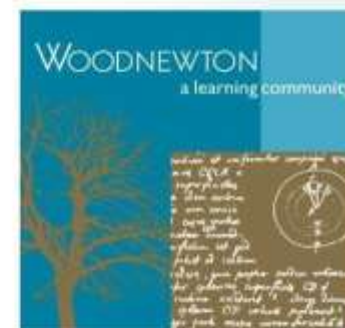
How will good attendance be  
celebrated?

- ♦ For parents/carers there will be a reward, of a voucher, every two terms for one child within the Academy with 100% attendance.
- ♦ For pupils there will be a reward, of a reading book, at the end of each term for one child within each year group with 100% attendance.
- ♦ Children who receive 100% attendance for the whole year will receive a special prize at the end of Term 6.
- ♦ Weekly celebration of attendance in assembly with a trophy given to the class with the best attendance that week and the Golden alarm clock given to the class with the least number of lates.
- ♦ Termly certificate for children who have achieved 100% attendance.



**Inspiring Futures  
Through Learning**

## Attendance Matters



Our Academy day starts at 8.55am,  
doors are open from 8.45am for  
your child to go straight to class.



"Pupils need to attend the Academy regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind."

DfE November 2013

Woodnewton is committed to providing a full and efficient education for all pupils. Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. We aim to ensure that our children have access to high quality learning experiences, where emotional well-being, academic achievement, physical development and high expectations are placed firmly at the centre of all we do. Irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within the Academy.

To be deemed 'good' a child's attendance needs to be above 95%.

**Our target is to raise overall attendance to above 97%.**

**How is my child's attendance calculated?**

The Academy count each day as two sessions: morning and afternoon.

### Frequently Asked Questions

**How should I let the Academy know if my child is going to be absent?**

If your child is ill, please contact the Academy office on the first morning of absence. You can also leave a message outside of Academy hours on our automated system, this is to meet our Safeguarding requirements. Please state the reason for absence and not just 'ill' or 'poorly' as this will not be accepted as a valid reason. Only the Academy can authorise an absence, not parents. The Academy will authorise absences due to illness, unless the Academy have a genuine cause for concern about the veracity of an illness. The Academy can request medical evidence. If no reason is provided for a child's absence a first day response call will be made by the Academy office. On your child's return you must provide, in writing, an explanation for the absence including dates.

**What reasons will the Academy accept for pupil absence?**

- ♦ Illness (Please see Minor Illness and Academy attendance leaflet).
- ♦ Emergency dental/medical appointments (please make routine appointments after Academy hours or during the Academy holidays).
- ♦ Exceptional circumstances (at the Principal's discretion).

**What are unacceptable reasons for absence?**

The Academy cannot authorise absence in circumstances such as oversleeping, parental illness, birthdays, shopping etc.

### Leave of Absence

Northamptonshire County Council states:

"Academy attendance is a key area. In line with government expectations, the Local Authority firmly believes that for pupils to progress and achieve their full potential, they need to attend the Academy. Changes of legislation in 2013 mean parents are no longer entitled to take their child on holiday in term time. Any application for leave must only be in exceptional circumstances and the Principal must be satisfied that the circumstances are exceptional and warrant the granting of leave. The Principal would not be expected to class any term time holiday as exceptional.

**A Penalty Notice may be issued:**

- ♦ When a pupil has 10 sessions (5 days) or more of unauthorised absence over the previous 6 Academy weeks.
- ♦ When a pupil has 5 consecutive days recorded as unauthorised.
- ♦ When a pupil has accumulated a minimum of 10% unauthorised absence of the academic year.
- ♦ Persistent late arrival at the Academy after the register has been taken and is recorded as an unauthorised absence.