






Attendance

Important updated information for parents

Our Attendance Team		
		
Mrs Zoe Jepson Deputy Headteacher	Mrs Kelly Dudley Welfare Officer	Mrs Rosie Bennett Admin Assistant

If you and your child are, experiencing difficulties with school attendance then talk to us as a first step so we can help.

At Waddington All Saints Academy, we are committed to working with the Local Authority and our parents and carers, to support every pupil to maintain high levels of attendance and punctuality. We share the belief that this is key in enabling pupils to reach their full potential socially, emotionally and academically. To ensure this, we expect all pupils from Reception to Year 6 to come to school on time, every day in term time, unless they are too ill to do so.

Illness

We know that sometimes our pupils cannot come to school because they are unwell - and that is the right thing to do for them and other children. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) is designed to support parents to make the right decision about mild illness.

If your child is absent from school you must notify us

If your child is too unwell to attend the academy then please call the school office **between 8.30 am and 9.00 am.**

Callers will be asked to provide the following **information**:

- Name of pupil
- Class
- Their name and relationship to the pupil
- **Reason for absence**

Absence calls should be made to the Academy each day the child/children continue to be absent unless agreed otherwise as we are not allowed to assume continued illness.

What is an unauthorised absence?

In line with government guidelines, there are absences that we are unable to authorise.

Absence is not allowed for holidays, forgetting school dates, oversleeping, a family member or sibling being ill or a birthday. A car breakdown, for example, would only be partially authorised to allow for alternative transport to be arranged.

Appointments

Appointments should be made out of school time if at all possible. If your child has an appointment that has to take place during the school day, you must tell the school in advance and provide appointment cards/letters if possible. Your children should still attend school before or after the appointment, they should not miss a whole school day. School will only authorise the time for the appointment and travel time. Children cannot be collected between 3.05pm and 3.20pm as admin staff have to man the office at this time.

Procedures for monitoring attendance

We recognise that children may have a legitimate reason to be absent from school, and we are aware that some families face difficulties which may impact on their child's education. To ensure a consistent approach across the academy we operate a 'traffic light' system when monitoring attendance. The traffic light system helps us to identify families at an early stage, so that we can offer help and support in an attempt to prevent legal action from being taken against parents who fail to ensure that their child attends school. To ensure that we have the full picture we also use attendance data from the previous 12 months when identifying concerns and next steps.

Traffic Light	Attendance %	Action required
The green zone	pupils with 96% attendance and above	No action required.
The amber zone	pupils with between 95%-91% attendances	Attendance is carefully monitored, letters are sent to parents and carers to tell them that their child's attendance has dropped into the amber zone.
The red zone	pupils with below 90% attendance	Attendance will be very closely monitored by the academy; parents will be invited in to attend an EHA attendance meeting. At this meeting, barriers to good attendance will again be discussed, improvement actions agreed and attendance targets set. The academy Welfare Officer (Mrs Dudley) will proactively support the family to overcome the barriers identified. Attendance will be monitored of a period of 4 weeks. If there are no improvements within the timescales agreed at the meeting then contact will be made with the Lincolnshire Inclusion and Attendance Team and the school would consider instigating Legal Action. Parents will be informed by letter that this is to happen.

Punctuality

It is important that your child arrives at school on time, every day. The doors to school open at 8:45am and the pupils go to their classroom ready for lessons starting at 8:50am with registration. Arriving after 8.50am, means that they will miss an important morning task or the start of a lesson. Pupils arriving after 9:00am will be marked as late in the register. Where a pupil is persistently late to school, a member of the attendance team will make a call home to make parents aware and to offer help and support to secure improvements in punctuality. This will then be monitored closely for four weeks, offering support as appropriate. If however, we are unable to secure sustained improvement then pupils who are persistently marked late may be subject to a fixed penalty notice.

Holidays

The amendments to The Education (Pupil Registration) Regulations 2006, which came into force from the 1st September 2013 removed reference to family holiday and extended leave, as well as the statutory threshold of ten school days. (Therefore, the previous arrangement whereby schools could grant up to 10 days authorised holiday/absence no longer applies.)

If you wish to seek approval for any request of absence for your child(ren) from school, then you must complete a 'leave of absence request' form, at least 4 weeks in advance of the intended absence. You should only then remove your child(ren) if the absence has been authorised, and you have been notified in writing by the school. Any exceptional circumstances must be clearly set out in the written request to the Headteacher who will consider each case on its merits and criteria.

A request for leave of absence will not be granted for the purpose of a holiday **unless deemed to be 'exceptional circumstances'**. ('Exceptional circumstances' are rare, significant, unavoidable and short. And by 'unavoidable' we mean an event that could not reasonably be scheduled at another time.)

Some valid reasons for authorised leave may include:

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart
- Military Covenant consideration: Where leave has not been possible for consecutive school holidays, in excess of a six month period due to deployment, up to 5 days authorised leave would be considered within a two-year period. Consideration against Military Covenant will only take place if the leave would not reduce pupil attendance below 95% and upon receipt of a letter from OC Base Waddington confirming that no leave has been possible in over six months due to deployment.

If you still choose to take your child out of school during term time, where it has not been approved by the academy, it will be coded as an unauthorised absence (see above). In addition, if this absence takes your child's attendance below 96%, in line with Local Authority guidance to achieve consistency across schools, a Fixed Penalty Notice would be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

Many thanks for your help and support in ensuring your child maintains good attendance. If you feel that we can help and support in any way, then please get in touch with the academy office on 01522 820099 or office@waddingtonallsaintsacademy.co.uk

