



WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE



Department
for Education



ATTENDANCE MATTERS

every student, every day



THE IMPORTANCE OF SCHOOL ATTENDANCE

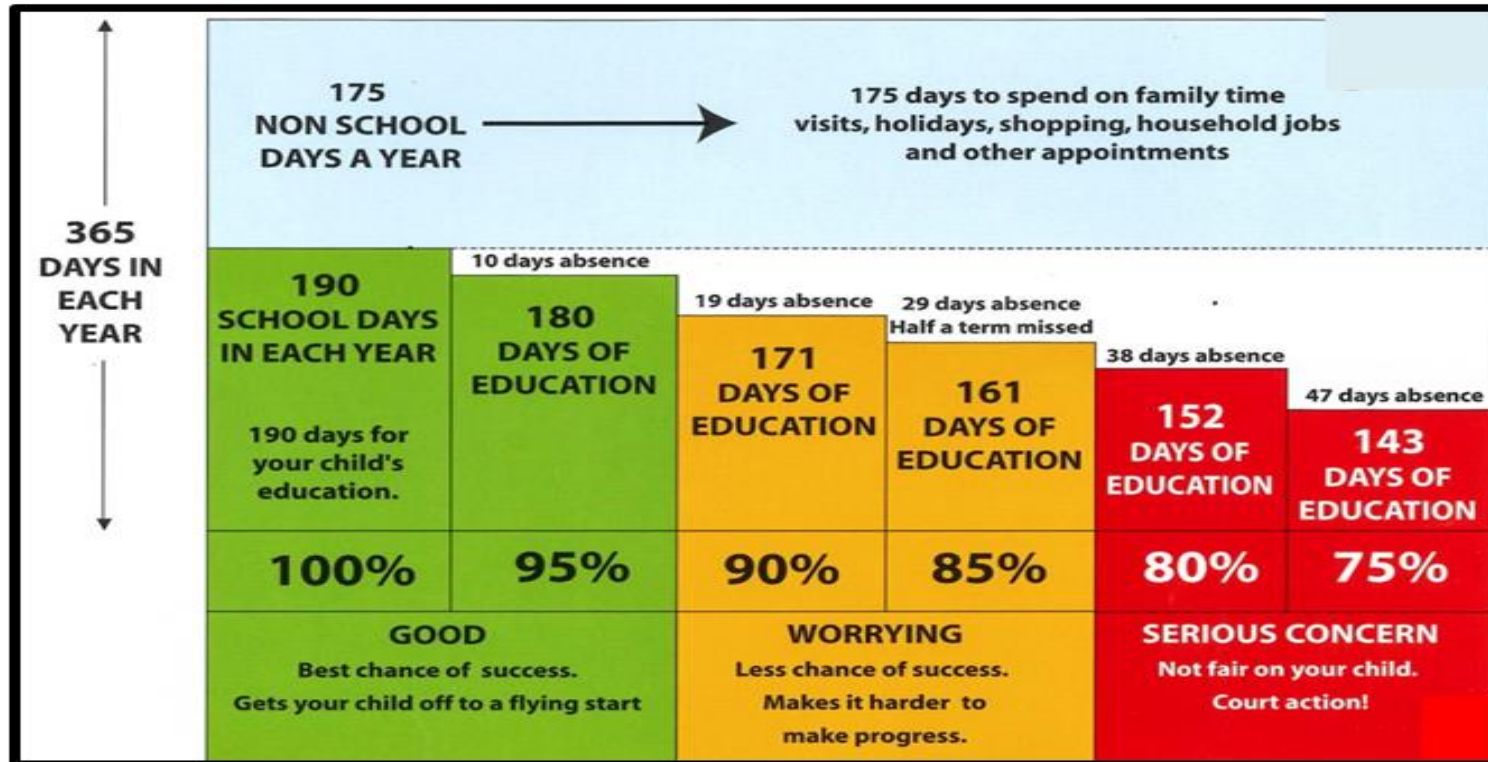
- Attending school regularly ensures children have the best start academically and socially.
- Children will receive a full education with no learning lost.
- Children build friendships and social interactions with their peers when they attend school regularly.
- The aim should be for children to have 100% attendance.



WHAT HAPPENS WHEN CHILDREN DON'T ATTEND SCHOOL REGULARLY?

Every School Day Counts

Days off school add up to lost learning!



WFIS EXPECTATIONS FOR ATTENDANCE

- We expect children to aim for 100% attendance.
- We do understand at points children may become unwell.
- Children should arrive at 08:45.
- Children will receive a late mark (L) if they arrive after 08:55 (once the register has started).
- Children will receive an unauthorised late mark (U) if they arrive once registers close at 09:03.
- Parents/carers should call into the school office before 09:00 or at the earliest point stating a reason for a child's absence.



HOW WE PROMOTE GOOD ATTENDANCE

- Class attendance rewards
- Motivate children with their lessons
- Reminder letter and '*Commitment to Attendance*' leaflet if attendance falls below 95%
- Family support with our Family Liaison Officer/ELSA (Ellis Lunn)
- Target setting for improving attendance
- Meeting with the school attendance officer (Deputy Headteacher – Anita Kelly)



HOW WE MONITOR ATTENDANCE

- Daily registers are taken
- Regular discussions with class teachers
- Office staff report any absences that day to the Deputy Headteacher
- Regular attendance reviews at half termly checkpoints and more regular reviews in between
- Children with absence below 95% at any point in the year are monitored more closely



WHEN ATTENDANCE IS A CONCERN

We take a stepped approach when supporting families to improve their child's attendance:

Step 1	Initial conversation with the class teacher.
Step 2	Letter home to raise awareness (when attendance falls below 95%).
Step 3	<ul style="list-style-type: none">• Invitation to meet Deputy Headteacher to discuss improvements and next steps.• If attendance is under 90%, parents to be informed medical evidence for any absences will need to be provided.• Targets to be set for improved attendance over 3 weeks• Review of targets after 3 weeks and letter to be sent if improvements are seen.
Step 4	Medical evidence reminder and referral to the Inclusion Service warning letter to be sent.
Step 5	Referral to the Inclusion Service (7 unauthorised absences over a 6 week period including unauthorised late marks).
Step 6	<i>'Attendance Agreement'</i> / contract signed.
Step 7	Review meetings held.
Step 8	Interview under caution and 15 days monitoring.
Step 9	Education supervision order or prosecution.



PLANNED ABSENCES

- Medical appointments will be authorised, but every effort should be made to make these appointments outside of school hours, particularly for routine dental and doctor appointments.
- The Headteacher will only authorise an absence in exceptional circumstances.
- Holidays are not permitted during term time and families will be liable to a fine issued to all adult carers in a home where the child spends time (including partners of separated parents or other adults living in their home).



WHAT CAN PARENTS/ CARERS DO TO SUPPORT GOOD ATTENDANCE

- Ensure you are familiar with the attendance policy and guidance available on our website.
- Ensure your child comes to school each day and on time.
- If your child is not well enough to attend school, contact the school office by 9am on each day of absence.
- If you are unsure whether your child is well enough to come to school, send them in and we can call you if they become more unwell.
- Always book family holidays during school holiday time.
- Make medical appointments for after school or at weekends.

