

Woodrush High School

An Academy for Students Aged 11-18

Attendance Policy



Policy author / reviewer	M Sullivan
Responsible LGB committee	Teaching and Learning
Date ratified	09/11/2017
Status	Statutory
Date of next review	annually – November 2018



Aims:

- To support every child in our school in aiming for 100% attendance throughout the academic year.
- To ensure excellent attendance is an expectation we have of every student to support their academic success, their happiness and their general well-being in school.
- To work closely with parents and relevant support services to address factors that may have a detrimental impact on any student's attendance.
- To encourage students to attend school regularly and maintain excellent or good attendance.

Statutory Framework:

- Attendance at school up to the last Friday in June in the academic year in which a student reaches the age of sixteen is a legal requirement. It is the responsibility of parents/carers to ensure regular attendance of their child.
- The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered will the absence be authorised.
- As a school we will work together with parents, students and the Local Authority to improve attendance at school by reducing the number of absences and lates.

Rationale:

Research has shown that students with poor attendance:

- Get behind with work
- Lose the thread of the topics being taught
- Become demotivated when they return to school
- Miss out on important careers and guidance inputs
- Miss out on extra-curricular opportunities
- Are less likely to feel part of the school
- Are more likely to experience social problems within school

Attendance at Woodrush High School is rated as follows:

100% Outstanding
98 - 99% Excellent
96 - 97% Good
93 - 95% Requires Improvement
90 - 92% Cause for concern
Below 90% Serious cause for concern



As mentioned, there is a clear link between attendance and academic achievement. The following table details the clear link between attendance and learning:

Attendance percentage:	Days missed:	Lessons missed:
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

Absence during term time:

Your child's attendance is very important to us. We therefore politely request the following:

- Wherever possible, please do not make routine medical appointments during the school day.
- Holidays during term-time will not be authorised except in exceptional circumstances. If it is exceptional circumstances please put this in writing to the Head Teacher. Please remember a two week holiday in term-time means 50 hours of teaching missed and several homework's too. Students often find it difficult to catch up with work missed.

If your child cannot attend school, please take the following steps:

- Please contact the school's Attendance Officer, Mrs Davies, on 01564 823777 Ext 7107 or email: jdavies@woodrushhigh.worcs.sch.uk

Please explain the reason for absence and give an estimate of how long your child is likely to be away from school.

Send a note in on the first day your child returns to explain the reason for absence. Should your child be off school for more than one day then please notify the school's Attendance Officer on each and every day of your child's continued absence

Punctuality:

In regards to punctuality to school, please be advised:

- That the first bell for school rings at 8.35am. Students are expected to be in their form rooms for morning registration or assembly by 8.40am.
- The student entrance to school closes at 8.40am. Any students arriving at school after this time will have to ring the buzzer for the main entrance and sign in late at Student Services.
- Any students that are late to school in the morning without a legitimate reason for their lateness will be issued with a thirty minute detention for that same evening after school. We will inform you of this detention via a text or a telephone call.



- If your child does have a legitimate reason then please ensure they are able to provide a note or a medical appointment card.

Practices:

- Form Tutors and Heads of Year will monitor attendance and punctuality to school and lessons on a daily basis.
- The attendance register is a legal document and is recorded using the SIMS Registration System both for statutory (am and pm) registration as well as normal lesson registration. Form tutors and subject teachers will take these registers during form time (AM and PM registration) and during lessons throughout the school day.
- The statutory registers during form time will be called at 8.40 am (AM Form Registration) and at 2.50 pm (PM Form Registration)
- A student who arrives after a form register is taken but before the register is closed will be marked as late (number of minutes late will be recorded). The same will apply for lesson registers. Repeated lateness to form registration or lessons (three times in one week) without a legitimate reason will result in a 1 hour after school detention. Parents will be informed by a text message or a telephone call.
- Fire Drill: The SIMS system will automatically keep a record of their designated fire drill group so that in the case of a fire a register check can take place.
- Parents should contact the school's Attendance Officer on the first day of absence before 10.00 am and students should bring a letter for their form teacher on their return to school.
- Heads of Year will meet with the school's Attendance Officer on a weekly basis to discuss attendance problems (including punctuality).
- All students with attendance figures below 92% will be looked at on an individual basis and appropriate measures will be put in place to support improvement in their attendance.
- The school's Attendance Office and/or the relevant Head of Year will contact the parents of any child with an attendance lower than 92%.
- Students with attendance below 90% will be placed on attendance review. This will involve closer monitoring of their attendance and punctuality on a daily basis. Parents will be contacted on a frequent basis if their child is placed on attendance review and their support will be requested to improve their child's attendance and/or punctuality.
- Individual student attendance reports will be sent to parents with each Progress Report.
- At the end of each academic term students with a 100% attendance record will be awarded attendance certificates.

References:

Education Act 1996 (EA 96)

The Education (Pupils' Attendance Record) Regulations 1991 (ER91)

