



**Woodrush High School**

An Academy for Students Aged 11-18

# Attendance and Punctuality

**Important Information for  
Students, Parents and  
Carers**

**September 2021**

## Introduction

- We believe it is vitally important to attend school regularly and on time, especially after the COVID-19 Pandemic.
- This gives the best opportunity for each student to progress and achieve their full potential.
- Regular school attendance keeps students safe.
- Poor attendance could decrease life chances and student outcomes.

### *Year 11 outcomes compared to attendance 2019*

Grades	Grade 9-5 English / Maths	Grade 9-4 English / Maths	Average English Grade	Average Maths Grade	Positive Progress
Attendance above 96%	52%	71%	5+	5	60%
Attendance 96%-90%	38%	70%	5	4	55%
Attendance 90%-85%	9%	18%	3	3	18%
Attendance below 85%	20%	40%	2+	2	20%

- It is clear from this table the impact that poor attendance can have on student outcomes – a child is twice as likely to get 5 good GCSEs at Grade 5+ with an attendance of >96%

## **POOR ATTENDANCE = POOR ATTAINMENT**

We hope you appreciate how crucial good school attendance is to your child's progress, achievement and chances in life. We look forward to working with you to ensure that your child's attendance and punctuality is the very best it can be to give them the very best chances in school and beyond.

## Our Standards

The government expects **schools and local authorities** to:

- Promote good attendance and reduce absence, including persistent absence (students attending less than 90% of the time)
  - Ensure every child has access to full time education to which they are entitled
  - Act early to address patterns of poor attendance
- and
- **Parents** to perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly

**At Woodrush High School we define ‘regular attendance’  
to be at least 96%**

**We believe family holidays should not be taken during term time. We will not authorise requests for holidays in line with section 444 of the Education Act 1996 - Offence: failure to secure regular attendance at school of registered pupil.**

There are **190 compulsory days** of education every year. This leaves **175 days of weekends and holidays** for families to enjoy time together without impacting on a child’s education.

**Penalty Notices may be given for students taken out of school in term time.**

## Policy and Procedures

- Woodrush High School will recognise and reward good attendance
- We will work diligently to help students attend well
- We will communicate with parents/carers and always provide support to overcome barriers to good attendance
- Our attendance officer Mrs Davies, and our Pupil Premium Key Worker will work with families when attendance drops below unacceptable levels
- Any student whose attendance drops below 96% will need to meet interim thresholds and show improvement
- Further absence will not be authorised unless supported by additional medical evidence such as a doctor/dentist appointment card or letter
- We will conduct regular home visits and hold meetings with parents should there be no further improvement in attendance

## Stages of Action

	Action we take	Hours of lost learning each year	Days missed each year	Education missed at Secondary School
<b>Excellent Attendance</b> 100%-99%	Commended for excellent attendance – Half Termly Letter from Headteacher for 100% attendees	15-20hrs	3-4 days	¼ term
<b>Good Attendance</b> 98%-96%	Commended for good attendance – Recognition in House Assemblies	20-35hrs	4-7 days	½ term
<b>Requires Improvement</b> 95%-93%	Monitored and contact with home - Warning letter	36-60hrs	9-12 days	2 terms
<b>Poor Attendance</b> 92%-90%	Parents In school meeting with HOY – Formal Warning Letter	75-95hrs	15-19 days	½ year
<b>Persistent absence</b> 90%-85%	Meeting held with Deputy Headteacher	95-140hrs	19-28 days	¾ year
<b>Critical</b> <85%	Meeting Held with Deputy Headteacher /Headteacher – legal warning	>140hrs	>28 days	1 year

## Punctuality

- It is the responsibility of **parents and carers** to ensure that their child **attends school every day and on time**
- Students who arrive **late to school (after 8.35am)** three times in a week will be placed in a **late detention for 30 minutes**
- Students who accrue more than 20 minutes of missed learning time in registration or in lessons will receive a detention for the time lost to learning
- Each late mark to **morning registration** or to a **lesson** will incur a **C1 – Conduct Point**
  
- Our Year Teams will work with parents to overcome barriers which prevent students arriving on time

Minutes Late per day	Minutes lost per Term	Time lost per Year	Equivalent to school time of ...
5	155	16 hours	3 days
10	310	32 hours	6 days
15	465	48 hours	9 days
20	620	64 hours	12 days
25	775	70 hours	15 days
30	930	96 hours	18 days

- The table above shows how much learning is lost if a child is late in the morning or late to lessons
- During registration we cover literacy, numeracy and our Aspire program – all supporting students learning and progress

**Persistent lateness can lead to a penalty notice under Section 444 of the Education Act 1996 - Offence: failure to secure regular attendance at school of registered pupil.**

## Additional Information

### Unavoidable Absence

- Unavoidable Absence – These may be authorised by the school. These include:
  - Illness, unless your child is classed as a persistent absentee
  - Illness, isolation or shielding due to COVID 19
  - Religious Festival or ceremony with family
  - Emergency medical or dental appointment – that could not be made outside of school hours
  - Being in hospital or receiving hospital treatment
  - Attendance at a funeral with family
  - Attending a college interview
  - Taking part in a public performance, sporting event or examination linked to the curriculum
- The **school must be informed on the first day and each subsequent day of absence** – failure to do so may result in a home visit from a member of school staff
- Medical and dental appointments should be made, where possible, outside of school hours

### Avoidable Absence

- Absences which we consider to be avoidable **will not be authorised** by the school. These include:
  - Trivial illness e.g. headache, cold symptoms, stomach ache, menstruation etc.
  - Looking after an ill relative
  - Holidays in term time
  - Looking after siblings
  - Not getting on with others in school
  - Being at an event the day or night before
- If you feel there is anything we can do to support you or your child, or would like to discuss matters further please do not hesitate to contact school. We are keen to work with you and to support you and your child

## School Day

- **School Starts at 8.30am (8.50am on a Wednesday)** – once the bell has gone, the school gates will be locked – students will line up in their designated areas and will go to form by 8.35am – attendance to form after this time they will be deemed as being late for school (8.55am on a Wednesday)
- **Registration – 8.35-9.05am (8.55am-9.05am Wednesday)**
- **Lesson 1 – 9.05am-10.20am**
- **Lesson 2 – 10.20am-11.55am (Continuation of staggered break times in 2021)**
- **Lesson 3 – 11.55am-1.45pm (Continuation of staggered lunchtimes in 2021)**
- **Lesson 4 – 1.45pm – 3.00pm**
- **3.00pm – End of School**

## Contacting School and Reporting an Absence

To report a student absence call – **01564 823 777 Ext 7107**

Phone calls can be received from 8.15am. There is no facility to email or text an absence – all absences must be reported by a phone call on the first and each further day of absence. Emails to reception will not be accepted.

To discuss any issues regarding your child's attendance with their form tutor or head of year, please call – **01564 823 777 Ext 7107**

**Attendance Officer – Mrs J Davies**

**Senior Leader Responsible for Attendance – Mr D Monk**

**Heads of Year**

**Year 7 – Mr Deare**

**Year 8 – Miss Robbins**

**Year 9 – Mr Taylor**

**Year 10 – Mr McDowell**

**Year 11 – Mr Roberts**

**ATTENDANCE AND PUNCTUALITY INFORMATION WILL BE COMMUNICATED TO ALL PARENTS/CARERS EVERY HALF-TERM THROUGH OUR 'BRANCH' NEWSLETTER**