



Woodrush High School

An Academy for Students Aged 11-18

Attendance and Punctuality

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

September 2025

Introduction

- It is vitally important to attend school regularly and on time.
- 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 2024

Grades	Grade 9-5 English / Maths	Grade 9-4 English / Maths	Average English Grade	Average Maths Grade	Positive Progress
Attendance above 96%	48%	73%	5+	5	58%
Attendance 96%-90%	32%	63%	5	4	48%
Attendance 90%-85%	9%	18%	3	3	30%
Attendance below 85%	0%	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
Excellent Attendance 100%-99%	Commended for excellent attendance –Termly Letter for 100% attendees	15-20hrs	3-4 days	¼ term
Good Attendance 98%-96%	Commended for good attendance – Recognition in Year Assemblies	20-35hrs	4-7 days	½ term
Requires Improvement 95%-93%	Stage 2: Monitored with AHOY, contact with home	36-60hrs	9-12 days	2 terms
Poor Attendance 92%-90%	Stage 3: Team around child (TAC) meeting – Formal Warning Letter	75-95hrs	15-19 days	½ year
Persistent absence 90%-80%	Stage 4: SLT Meeting Attendance Welfare Officer	95-140hrs	19-28 days	¾ year
Critical <80%	Stage 5: Local Authority – legal warning or action	>140hrs	>28 days	1 year

It is really important that we have a whole school, student-centered approach towards attendance; working collaboratively and in partnership with all stakeholders. Equally, it is vital that our approach is supportive so we can support both families and students with any barriers to attending school.

Please refer to the table on the following page to clarify the level of support a student will receive to minimise school absence. This approach will allow the response to be proportional to days lost over the full school year and will allow us to ensure any support is provided proactively and early.

Attendance level of support:

Number of days absent in a year.	Staff involved	Support and response from school.
Stage 1: 3 days absence	Form tutor	<ul style="list-style-type: none"> ▪ Monitoring levels of child absence, Stage 1 letter sent to parents. ▪ Stage 1 letter sent to students with support ▪ Internal support/ intervention offers explored.
Stage 2: 6 days absence	Form tutor/ Assistant Head of Year	<ul style="list-style-type: none"> • Concerns regarding attendance. • Stage 2 letter sent to parents. • Stage 2 letter sent to student with wellbeing survey • Meeting with Form tutor/ AHOY
Stage 3: 9 – 12 days absence	Pastoral Team	<ul style="list-style-type: none"> ▪ Student is at high risk of becoming a Persistent Absentee. Stage 3 letter sent to parents to arrange a formal Team Around Child (TAC) meeting - potential external support offered. ▪ Unauthorised absence – first notice warning/fines.
Stage 4: 12 days absence	Deputy Head Teacher	<ul style="list-style-type: none"> ▪ Child is at serious risk of becoming a Persistent Absentee, ▪ TAC meeting strategies in place and no improvements ▪ Formal warning notice sent to parents. ▪ External support reviewed and discussed. ▪ Unauthorised absence – formal warning/fines
Stage 5: 16 days absence	Head Teacher Local Authority	<ul style="list-style-type: none"> ▪ The school will work closely with the Local Authority. ▪ All avenues have been exhausted and support is not working or being engaged with. ▪ The school will now enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education. ▪ Continued support for the child and family.
Critical: 19 days absence +	Local Authority	<ul style="list-style-type: none"> ▪ The child is now considered a Persistently/Severely Absent child. ▪ Persistently/Severely Absent is when a pupil's attendance is below 90%. ▪ The child and family will continue to be supported at a Local Authority level.

As a reminder, Woodrush High school is obligated to follow the most recent DFE guidance 'Working Together to Improve School Attendance' introduced in August 2024. For further information please click on the relevant links below:

Information	Please click on link below
Woodrush Attendance policy	Whole school Attendance policy
5 Foundations Attendance framework	5 Foundations Website Text.docx
DFE Guidance for attendance	Working together to improve school attendance
School Attendance – Legal information	School Attendance – Legal information

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 8.25am)** will attend a lunchtime intervention.
- If a student arrives **after 9am** this will be sanctioned as C5- truancy unless parents informed us of valid reason for lateness. This will also be coded as U (Unauthorised).
- 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
 - 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
 - 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:
 - Illnesses that do not need time away from school e.g., headache, cold symptoms, stomach-ache, other aches and pains, 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

Lesson	Start	Ready to learn*	End of lesson
Line Up	8.25am		8.30am
Form	8.35am		9.00am
Period 1	9.00am	9.05am	10.00am
Period 2	10.00am	10.05am	11.00am
Break	11.00am		11.20am
Period 3	11.20am	11.25am	12.20pm
Period 4	12.20pm	12.25pm	1.20pm
Lunch	1.20pm		2.00pm
Period 5	2.00pm	2.05pm	3.00pm
Period 6 / Enrich	3.05pm	3.10pm	4.05pm

*Students arriving to lesson after the ready to learn bell will receive a C1

Contacting School and Reporting an Absence

To report a student absence call – 01564 823 777

Phone calls can be received from 8.15am.

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

Attendance Welfare Officer – Mrs J Davies - jdavies@woodrush.org

Senior Leader Responsible for Attendance – Mrs Holtom-Brown - [mholcombrown@woodrush.org](mailto:mholtombrown@woodrush.org)

Student Engagement Leaders Focus on Attendance – kdesmond@woodrush.org

Pupil Premium Attendance Support – Mrs Cassidy - dcassidy@woodrush.org

Heads of Year

Year 7 Mr Pollard– jpollard@woodrush.org

Year 8 – Mr Bowen - tbowen@woodrush.org

Year 9 – Miss Capaldi – ecapaldi@woodrush.org

Year 10 – Mrs Taylor – btaylor@woodrush.org

Year 11 – Miss Onacko – jonacko@woodrush.org

Sixth Form –Mr James - jjames@woodrush.org

ATTENDANCE AND PUNCTUALITY INFORMATION WILL BE COMMUNICATED TO ALL PARENTS/CARERS EVERY WEEK THROUGH OUR 'BRANCH' NEWSLETTER

YOU CAN ALSO ACCESS YOUR CHILDS ATTENDANCE INFORMATION THROUGH THE ARBOR APP - [Arbor on the App Store \(apple.com\)](https://www.apple.com/app/apple-store) / [Arbor Parent & Guardian Portal - Apps on Google Play](https://www.google.com/play/store)