



## **Attendance procedures for Woodland Grange School**

This document should be read in conjunction with the OAK Multi Academy Trust Attendance Policy – Pupils, which can be found on the school or trust website.

The guidance covers areas such as:

- Procedures and times for arrival including late arrivals
- Procedures for absence reporting

### **Statement of intent**

Woodland Grange Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officers are Sue Longstaff (administration) and Hayley Brown (headteacher), and can be contacted via [office@woodlandgrange.leics.sch.uk](mailto:office@woodlandgrange.leics.sch.uk). Staff and parents will be expected to contact the attendance officer for queries or concerns about attendance.

School starts at: 8:45am  
School finishes at: 3.15pm

### **Late Arrivals**

- Minutes late are recorded from 8:45am.
- Persistent lateness is monitored and recorded.
- Arrivals after 9:15am are recorded as 'U' resulting in unauthorised absence for the morning. The school must be notified of any appointments in advance.
- Continued lateness will be referred to the Headteacher with a letter home to parents requesting a meeting to discuss an action plan for improvement.

### **Absence Reporting**

- Parents to contact the school before 9:10am. This can be via in app messaging on Arbor and email, or by leaving a message on the school's telephone.
- No contact with the school by 9:10am will result in an email message being sent to parents/carers requesting reason for absence.
- If there hasn't been a response to the email by 9:30am this will result in a telephone call to parents/carers. We will contact other named adults for your child if we are unable to contact parents/carers.
- Should there be no response to either, then we will look to see if any siblings in other schools, such as those in secondary education, are in school. If there are no siblings or we still have no response, a decision will be made by the DSL/DDSL about our next steps; which may include a home visit.
- School may carry out home visits if, for instance, a child has missed consecutive school days, school have concerns about the reasons provided or there are concerns about the welfare of the child.

### **Authorised Absences**

- Request for leave to Headteacher by submitting a Leave of Absence Request form. Only exceptional circumstances will be authorised.
- Further evidence may be requested or meeting with the Headteacher to establish reason for request.
- Attendance percentage to date will also determine if leave can be authorised.

### **Unauthorised Absences**

- Unauthorised absence is monitored and recorded.
- Letter of concern issued to parent/carers.
- A meeting with the Headteacher will be arranged to discuss ways of improvement.
- Should unauthorised attendance drop by 10%, we may notify the Pupils Missing Education Department at County Hall.
- Continued unauthorised absence could result in a referral for a Penalty Notice to be issued by Leicestershire County Council, Attendance Court Team.

### **Late Collection**

- 3:20pm telephone call to parents.

- Persistent lateness will result in the child/ren being sent to Owls Hoot Aftercare where parents will be invoiced, this will be monitored and recorded.
- Further late collections will result in a meeting with the Headteacher to discuss improvements.