Woodside Academy

Attendance Policy

"We want the very best teaching and learning experiences for our children"
from School Vision Statement "Excellence Through Opportunity"

Agreed by the Governing Body: October 2026

Introduction

This document sets out Woodside Academy's aims, principles and strategies for promoting and maintaining good school attendance.

This policy has been developed with regard to current Department for Education (DfE) statutory guidance, **Working together to improve school attendance**, and the relevant legislation and regulations relating to school attendance in England. The DfE guidance was updated in July 2026 and sets out the expectations for schools, parents and carers, governing bodies, academy trusts and local authorities in relation to school attendance.

Regular school attendance is essential to ensure that pupils receive the education to which they are entitled and have the opportunity to achieve their academic, social and emotional potential.

Under **Section 7 of the Education Act 1996**, parents have a legal responsibility to ensure that their child receives efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have. This can be through regular attendance at school or otherwise.

Woodside Academy is committed to providing high-quality educational opportunities for all pupils. Regular attendance and punctuality are essential to enabling pupils to access the curriculum, maintain positive relationships, participate fully in school life and make appropriate academic and personal progress.

We recognise that barriers to attendance can be complex and may arise from circumstances within or beyond the school environment. Attendance is therefore the shared responsibility of the school, pupils, parents and carers, the local authority and other relevant services and partners.

Woodside Academy will work collaboratively with pupils and families to understand and address barriers to attendance. Where appropriate, we will provide support, make reasonable adjustments, work with external agencies and develop appropriate attendance support plans.

Where support has not been successful, has not been engaged with, or is not appropriate in the circumstances, the school may consider appropriate statutory attendance action in accordance with current legislation, DfE guidance and the arrangements of the relevant local authority.

The Importance of Regular Attendance

Every school day matters. Regular attendance gives pupils the best opportunity to access teaching and learning, develop positive relationships with their peers and staff, participate in school activities and make progress.

Absence can result in missed teaching, learning and assessment opportunities. Frequent or persistent absence can also affect a pupil's continuity of learning, relationships, confidence and engagement with school.

Woodside Academy recognises that pupils will occasionally be absent for legitimate reasons, including illness and other circumstances where absence is authorised in accordance with this policy. The school will respond appropriately to individual circumstances and will work with families where attendance becomes a concern.

Parents and carers are expected to ensure that their child attends school regularly and arrives on time, unless the child is unable to attend for a reason recognised by the school as an authorised reason for absence.

Punctuality

Being on time is an important part of good attendance.

Pupils who arrive late may miss teaching, instructions, registration, assemblies or other activities at the beginning of the school day or session. Persistent lateness can affect a pupil's learning and can make it more difficult for them to settle into the school day.

Parents and carers should ensure that their child arrives at school on time and is ready to learn.

Where a pattern of lateness develops, the school will work with the pupil and family to understand the reasons and identify appropriate support.

Attendance and Safeguarding

Safeguarding and promoting the welfare of children is the responsibility of everyone within the school community.

Regular attendance is an important aspect of safeguarding because it enables the school to maintain regular contact with pupils and to identify changes in their circumstances or wellbeing.

Where a pupil is frequently or persistently absent, the school will consider whether there may be underlying safeguarding or welfare concerns. Attendance concerns will therefore be considered alongside the school's wider safeguarding responsibilities.

Where appropriate, the school may work with parents and carers, the local authority and other agencies to identify and address concerns.

Frequent or persistent absence does not, in itself, mean that a child is at risk of harm. However, unexplained, prolonged or concerning absence may be an indicator that further enquiries or safeguarding action are required.

The school will follow its safeguarding procedures and **Keeping Children Safe in Education** where safeguarding concerns arise.

Legal Framework

Section 7 – Education Act 1996

Section 7 of the Education Act 1996 places a duty on parents to ensure that their child receives efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular attendance at school or otherwise.

Parents and carers therefore have a legal responsibility to ensure that their child receives a suitable education.

Where a child is registered at Woodside Academy, this includes ensuring that they attend school regularly unless they are unable to do so for a reason recognised by the school as an authorised absence.

Section 175 – Education Act 2002

Section 175 of the Education Act 2002 places duties on local authorities and governing bodies in relation to arrangements for safeguarding and promoting the welfare of children and young people.

Woodside Academy recognises that attendance is an important element of safeguarding and will ensure that attendance concerns are considered within the school's wider safeguarding responsibilities.

Authorised and Unauthorised Absence

The school is responsible for determining whether an absence is authorised in accordance with the relevant legislation, DfE guidance and the circumstances of the individual case.

Parents and carers should notify the school as soon as possible when their child is unable to attend and provide the reason for the absence.

Illness is an example of a legitimate reason for absence. Where a pupil is unable to attend school because of a health condition, the school will consider the individual circumstances and, where appropriate, work with the family and relevant professionals to support the pupil's education and attendance.

Parents and carers should not assume that an absence will automatically be authorised.

The school will consider each case individually and will make decisions about whether absence should be authorised in accordance with the relevant attendance regulations and statutory guidance.

Leave of Absence During Term Time

Parents and carers do not have an automatic right to take their child out of school during term time.

A request for leave of absence must be made to the school in advance and will only be granted where the circumstances meet the requirements set out in the relevant legislation and DfE guidance.

A family holiday during term time will not normally constitute an exceptional circumstance and will normally be recorded as an unauthorised absence.

The school will consider requests for leave of absence on an individual basis and will take account of the circumstances of the request and the relevant statutory requirements.

Parents and carers should not make arrangements for their child to be absent from school before receiving confirmation that leave has been authorised.

Persistent Absence

Woodside Academy will monitor attendance regularly and will identify pupils whose attendance is causing concern at an early stage.

For national reporting purposes, a pupil is considered to be **persistently absent** where they miss **10% or more of their possible attendance sessions**. A session is half a school day.

Persistent absence is not simply a numerical issue. The school will consider the individual circumstances of each pupil, including the reasons for absence, the impact on their education and any barriers to attendance.

The school will work with pupils and families to improve attendance and will provide support where appropriate.

Support for Attendance

Woodside Academy follows the principle that attendance is a shared responsibility.

Where attendance begins to cause concern, the school will seek to understand the reasons for absence and identify appropriate support. This may include:

- meeting with the pupil and parents or carers;
- identifying barriers to attendance;
- agreeing an attendance support plan;
- regular attendance monitoring;
- pastoral support;
- support relating to anxiety, wellbeing or other barriers where appropriate;
- reasonable adjustments where appropriate;
- working with the Special Educational Needs and Disabilities (SEND) team where relevant;
- working with health professionals or other external services where appropriate;
- working with the local authority attendance service; and
- signposting or referring families to other appropriate sources of support.

The level and type of support offered will depend on the individual circumstances of the pupil and family.

The school will seek to work with families before considering formal legal intervention, except where immediate action is appropriate or where support would not be appropriate in the circumstances.

Statutory Attendance Action

Where a pupil's attendance does not improve despite appropriate support, or where support is not engaged with or would not be appropriate, the school may consider statutory attendance intervention.

This may include referral to the local authority and/or consideration of legal interventions available under the Education Act 1996 and associated regulations.

These measures can include, where appropriate:

- a Notice to Improve;
- a penalty notice;
- an Education Supervision Order;
- a School Attendance Order; and/or
- prosecution for an attendance offence.

The particular action taken will depend on the individual circumstances and will be consistent with current legislation, DfE statutory guidance and local authority procedures.

Penalty Notices

Woodside Academy will comply with the national framework for penalty notices and will consider each case individually.

A penalty notice must be considered where the national threshold is met. The threshold is **10 sessions of unauthorised absence within a rolling period of 10 school weeks**. The sessions may be consecutive or irregular and may include different types of unauthorised absence.

Meeting the national threshold does not mean that a penalty notice will automatically be issued. The school must consider the individual circumstances and whether a penalty notice is appropriate, taking account of the support-first approach set out in the DfE statutory guidance.

Where appropriate, a Notice to Improve may be used as an opportunity for the parent or carer to engage with support and improve the child's attendance before a penalty notice is issued.

The current national penalty framework provides for a penalty of **£80 if paid within 21 days**, increasing to **£160 if paid within 28 days**. Where a parent has previously received a penalty notice for the same child within the preceding three years, the amount of the second penalty notice is £160. The national framework also limits penalty notices to two notices for the same parent in respect of the same child within a three-year period.

Where further unauthorised absence occurs after the national limit for penalty notices has been reached, other legal action may be considered.

Working in Partnership with Families

Woodside Academy recognises that parents and carers are key partners in improving attendance.

The school will communicate clearly with families about attendance expectations and will seek to work collaboratively with parents and carers to identify and address barriers to attendance.

Parents and carers are encouraged to contact the school at the earliest opportunity if there are circumstances affecting their child's ability to attend regularly or arrive on time.

The school will seek to ensure that attendance support is proportionate, reasonable and appropriate to the circumstances of the individual pupil and family.

Attendance Monitoring

The school will monitor attendance and punctuality regularly.

Attendance information will be used to identify pupils who may require support and to evaluate the effectiveness of attendance strategies.

Where attendance is a concern, the school may contact parents and carers, arrange meetings, request further information or evidence where appropriate, and involve relevant professionals or services.

Attendance information will also be considered alongside safeguarding, SEND, wellbeing and pastoral information where appropriate.

Woodside Academy will maintain attendance registers and records in accordance with the applicable legislation and current DfE statutory guidance.

Our Commitment

Woodside Academy is committed to promoting good attendance through a supportive, inclusive and partnership-based approach.

Our aim is for every pupil to attend school regularly, arrive on time and have full access to the education, relationships and opportunities provided by the school.

We will work with pupils, parents and carers and other relevant agencies to understand barriers to attendance, provide appropriate support and take proportionate action where attendance does not improve.

The school will always have regard to the individual circumstances of the pupil and family and will act in accordance with current legislation and Department for Education statutory guidance.

Absence Procedures:

If your child is absent from school, you must:

- Call the school office as soon as possible on the first day of absence and inform us of the reason for the absence.
- An appointment card/appointment letter must be provided if taking your child out of school for a medical appointment; your child should only be out of school for the minimum amount of time necessary for the appointment and medical appointments should be booked outside of school hours.
- Provide the school with medical evidence of any absence lasting more than 3 consecutive days (i.e. medical note, medical appointment card, medicine bottle or copy of prescription)
- Provide the school with medical evidence for all future illness if your child has already had 5 different occasions in the school year when they have been absent due to illness or when attendance falls below 95%

If your child is absent from school, we will:

- Contact you on the first day of absence if we have not heard from you, first by telephone then an email from ParentMail. This system gives assurance if your children walk to school alone as they know that they will be informed if they do not arrive.
- Complete a home visit if no contact is made to the school regarding your child's absence, or we have concerns regarding your child's attendance.
- Apply the attendance escalation stages once your child meets the stage criteria (attendance is monitored on a daily basis; however, earlier intervention may be applied – case by case knowledge).

STAGE 1: Initial attendance concern

Where a pupil's attendance falls below **96%**, the school will write to parents/carers to inform them that attendance has fallen below the school's monitoring threshold.

Parents/carers will be given the opportunity to discuss any barriers to attendance with the attendance/pastoral team and to identify any support that may be appropriate.

Attendance will normally be monitored for a further **three weeks**, after which the pupil's attendance will be reviewed.

STAGE 2: Attendance meeting and support

Where there is no improvement, or attendance falls further, parents/carers will be invited to an attendance meeting with the attendance and pastoral team.

The meeting will consider:

- the reasons for absence and any barriers to regular attendance;
- the pupil's attendance pattern;
- appropriate support and interventions;
- whether additional services or agencies should be involved; and
- an appropriate attendance improvement plan.

Where appropriate, the school may use a **Common Assessment Framework (CAF)** or other relevant assessment/support process to identify and address additional needs.

Where further absence is reported due to illness, the school may request appropriate information to help understand the circumstances of the absence and determine whether it can be authorised. **Absence will not automatically be recorded as unauthorised solely because medical evidence has not been provided.**

If parents/carers do not attend the meeting or do not engage with the school, the school may proceed with the meeting in their absence and retain a record of the attempts made to engage them.

Parents/carers will be provided with a record of the meeting and the agreed actions. Attendance will normally be monitored for a further **three weeks**, with a review date agreed.

STAGE 3: Formal attendance intervention

Where there is no sufficient improvement, or attendance continues to deteriorate, parents/carers will be invited to a formal attendance meeting with the **Designated Attendance Lead** and a member of the attendance/pastoral team.

The meeting will review the support already provided and consider what further action is appropriate. Parents/carers will be formally advised of the potential for statutory attendance intervention if attendance does not improve.

Where appropriate, the school may agree a **parenting contract** with the parent/carer, setting out the actions and support required to improve attendance. A copy will be provided to the parent/carer.

Attendance will normally be monitored for a further **six weeks**, with a review meeting arranged.

If attendance does not improve sufficiently, or the agreed support is not engaged with, the school will review the case and consider whether statutory intervention is appropriate.

Where the national threshold has been met, the school must consider whether a **Penalty Notice** is appropriate. The national threshold is **10 sessions of unauthorised absence within a rolling period of 10 school weeks**. The sessions do not need to be consecutive and may comprise different types of unauthorised absence.

Where support is appropriate but has not been engaged with or has not secured sufficient improvement, a **Notice to Improve** may be considered as a final opportunity to improve attendance before a Penalty Notice is issued. The use of a Notice to Improve will depend on the individual circumstances and the applicable local authority arrangements.

STAGE 4: Local Authority referral

Where statutory intervention is considered appropriate, the school will refer the case to **Thurrock Local Authority** in accordance with the Local Authority's current attendance procedures.

The school will provide relevant evidence of the pupil's attendance, the actions taken, support offered, parental engagement and the impact of interventions.

The Local Authority will assess the evidence and determine the appropriate legal intervention. This may include a **Penalty Notice, prosecution or another appropriate statutory intervention**, depending on the circumstances of the case and the requirements of the national attendance framework.

A Penalty Notice or prosecution is **not automatic** and will be considered on an individual case basis.

School Attendance Support Team

Thurrock Local Authority

Thurrock Council's **School Attendance Support Team (SAST)** provides advice, guidance and support to schools, academies, families and other agencies in relation to school attendance.

Woodside Academy will work with Thurrock Council and other relevant services where attendance is causing concern and where additional support or statutory intervention may be appropriate.

The school will follow the Department for Education's statutory guidance, **Working together to improve school attendance**, together with Thurrock Council's current arrangements and **Code of Conduct for issuing Penalty Notices for school absence**.

Parental Responsibility for Attendance

Regular and punctual attendance at school is a legal requirement. Under **Section 7 of the Education Act 1996**, parents have a legal responsibility to ensure that their child receives efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have.

Where a child is registered at a school, parents and carers are expected to ensure that their child attends regularly and arrives on time.

A child is of compulsory school age from the term after their fifth birthday until the last Friday in June in the school year in which they turn 16. This means that a child must receive full-time education during this period, whether at school or otherwise in accordance with the law.

Definition of Parent

For the purposes of education law, the term "parent" has a wider meaning than simply a child's biological parents.

Section 576 of the Education Act 1996 includes biological parents, whether married or not, people who have parental responsibility for the child, and people who have care of the child.

A person may therefore have responsibilities under education law even if they are not the child's biological parent.

When Legal Action May Be Taken

Where a child fails to attend school regularly and the absence is unauthorised, the school and/or local authority may consider appropriate legal intervention.

The school will normally seek to understand the reasons for poor attendance and work with the pupil and family to identify and address barriers to attendance before legal intervention is considered.

Where support is not appropriate, is not engaged with, or has not resulted in an improvement in attendance, statutory attendance action may be considered.

Legal interventions may include a **Penalty Notice, Education Supervision Order, School Attendance Order or prosecution**, depending on the circumstances of the case.

Penalty Notices

Woodside Academy will follow the **Thurrock Council Code of Conduct for issuing Penalty Notices for school absence**, together with the national framework contained within the DfE statutory guidance.

A Penalty Notice may be requested or issued in circumstances including:

- unauthorised absence from school;
- unauthorised leave of absence during term time; and
- where a pupil who has been excluded from school is found in a public place during the first five school days of the exclusion without reasonable justification.

Penalty Notices are issued **per parent, per child**. This means that where more than one person is considered a parent for education law purposes, each parent may receive a separate Penalty Notice in respect of the same child.

National Threshold for Penalty Notices

The national threshold for considering a Penalty Notice is **10 sessions of unauthorised absence within a rolling period of 10 school weeks**.

One session is equivalent to half a school day.

The threshold can be met through any combination of unauthorised absence. For example, it could include unauthorised term-time holiday and unauthorised late arrival after the register has closed.

The 10-school-week period is a rolling period and may span different school terms or academic years. The 10 sessions may be consecutive or occur intermittently.

When the threshold is met, the school will consider the individual circumstances of the case and whether a Penalty Notice is appropriate.

A Penalty Notice will not necessarily be issued automatically simply because the threshold has been reached. The school will have regard to the support-first approach set out in the DfE statutory guidance and Thurrock Council's Code of Conduct.

Where support is appropriate but has not been engaged with or has not been successful, a **Notice to Improve** may be used where appropriate before a Penalty Notice is issued.

Penalty Notice for Unauthorised Leave of Absence

Parents and carers do not have an automatic right to take their child out of school during term time.

Headteachers may only grant leave of absence during term time where the circumstances are considered to be exceptional.

Where a request for leave of absence is refused and the parent nevertheless takes the child out of school, the absence will normally be recorded as unauthorised and the school may request that Thurrock Council issue a Penalty Notice.

Thurrock Council's current Code of Conduct states that where a headteacher does not authorise a request for term-time leave and the parent takes the leave, the expectation is that the school will apply for a Penalty Notice to be issued.

There is no longer a requirement for there to be **10 consecutive sessions of holiday absence** before the national Penalty Notice threshold can be considered. The current national threshold is **10 unauthorised sessions within a rolling 10-school-week period**, regardless of whether those sessions are consecutive.

Penalty Notice Charges

From 19 August 2024, the national Penalty Notice rates are:

- **First Penalty Notice within a rolling three-year period:** £80 if paid within 21 days of the date of issue, increasing to £160 if paid after 21 days but within 28 days.
- **Second Penalty Notice within a rolling three-year period:** £160, payable within 28 days. There is no reduced-rate option for the second notice.
- A maximum of **two Penalty Notices can be issued to the same parent in respect of the same child within a rolling three-year period**.

Where the Penalty Notice is not paid within the required period, the local authority may commence legal proceedings.

Penalty Notices are issued **per parent, per child**. Consequently, where two parents receive a Penalty Notice in respect of the same child, each parent is separately liable for the relevant penalty.

Further Legal Action

Where a Penalty Notice is not appropriate, has not been paid, or the national limit on Penalty Notices has been reached, Thurrock Council may consider other legal interventions.

These may include prosecution for failure to secure regular attendance.

If prosecuted and convicted, a parent may receive a fine of up to **£1,000** for the offence. In more serious cases, where the parent knew that their child was not attending regularly and there was no reasonable justification, prosecution may result in a fine of up to **£2,500 and/or a custodial sentence of up to three months**.

Thurrock Council may also consider other statutory interventions, including an **Education Supervision Order** or **School Attendance Order**, where the circumstances meet the relevant legal requirements.

Exclusions

Where a pupil of compulsory school age has been excluded from school, parents have a responsibility to ensure that the pupil does not remain in a public place during school hours during the first five school days of the exclusion without reasonable justification.

Where an excluded pupil is found in a public place during this period without reasonable justification, a Penalty Notice may be considered in accordance with the relevant legislation and Thurrock Council's Code of Conduct.

Leave of Absence During Term Time

Parents and carers must make a request for leave of absence **in advance** of the proposed absence.

The school will consider each request in accordance with the relevant regulations and the DfE statutory guidance.

Parents and carers should not make travel or other arrangements before receiving confirmation that the requested leave has been authorised.

Term-time holidays will not normally constitute exceptional circumstances and will normally be recorded as an unauthorised absence.

Where a parent takes a child out of school after a request for leave has been refused, the school may request a Penalty Notice from Thurrock Council in accordance with the local authority's Code of Conduct.

There is no entitlement to a fixed number of days of holiday during term time.

Attendance and Late Arrival

Woodside Academy expects pupils to attend all scheduled sessions unless an absence has been authorised.

Where a pupil arrives after the register has closed, the absence may be recorded as an **unauthorised absence** in accordance with the school's registration arrangements.

Unauthorised late arrival after the register has closed counts as an absence session and may therefore contribute towards the national Penalty Notice threshold.

Parents and carers should ensure that their child arrives at school on time and is ready to learn.

Working with Thurrock Council

Woodside Academy will work collaboratively with Thurrock Council's School Attendance Support Team where appropriate.

This may include seeking advice, making referrals, sharing relevant attendance information in accordance with applicable information-sharing and safeguarding requirements, and working jointly with families to improve attendance.

Where a pupil's attendance remains a concern despite appropriate support, the school may refer the case to the local authority for further intervention.

Woodside Academy will continue to follow the current DfE statutory guidance and Thurrock Council's current attendance procedures and Code of Conduct. Where national or local requirements change, this policy will be reviewed and updated accordingly.

Lateness

The doors open for all year groups at 8:45am
Poor punctuality is not acceptable. If your child misses the start of the day, it can have a detrimental effect on their progress, they find it hard to settle and they will miss vital introductions for the lesson plans that day. It also disturbs the class routines, which has a negative effect on other children’s learning.

Please ensure that all medical appointments are made outside of the school day. If this is not possible, then your child should attend school before and after the appointment to ensure they obtain their 'present' mark. We will require medical evidence for that period of time to be authorised.

Children are expected to be in school for 8:45am when the bell goes for the start of school. Any child who isn't registered by 8:55 am will be given a late mark which will remain on your child's record. Registration is considered closed 10 minutes after the beginning of the school day which is 8:55 am for all children. Children who arrive after this time will be recorded as late "after registration closed" which is as an unauthorised absence. Parents whose children have continual lateness will be sent a letter as stated below and asked to attend punctuality meetings.

We will send a ParentMail if your child receives a late mark. Children who are persistently late will be monitored. If the late marks continue, parents will be contacted by the attendance/pastoral team to discuss these barriers and support offered to improve.

If you are having problems getting your child into school, please come and speak to the Attendance and Pastoral team who will be able to offer support and help. We do run a Breakfast club starting from 7:15am which could be beneficial to you.

Understanding types of absence:

An electronic register (which is an important and legal document) is taken in the school every morning and afternoon. Every half-day absence from school has to be classified by the school (not by the parents) as either AUTHORISED or UNAUTHORISED when inputted onto the system. This is why information about the cause of any absence is always required by the school.

- **AUTHORISED** absences are sessions away from the school for a good reason such as illness, medical/dental appointments (which unavoidably fall in school time), emergencies or other unavoidable situations. Obviously, children do need to be kept off school if they are too ill to attend, however, if they are simply 'not feeling right' or are just tired then this will not be authorised. It is also important that a child returns to school as soon as possible after feeling unwell, for example, it is not acceptable not to send a child back to school on Friday simply because they have been unwell Monday-Thursday.

- **UNAUTHORISED** absences are sessions away from the school which the school deems unreasonable. Unauthorised absences include:
  - parents/carers keeping children off school unnecessarily
  - truancy before or during the school day
  - absences which have not been properly explained
  - children who arrive at school too late to get a mark
  - shopping, looking after other children or birthdays
  - day trips and holidays in term time

Persistent Absenteeism (PA)

A pupil is classed a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason, both authorised and unauthorised absences. Absence at this level is causing considerable damage to any child's progress and educational prospects. Please refer to the escalation policy on page 7.

Unauthorised Leave of Absence (term time holiday)

The Education (Pupil Registration) (England) Regulations 2006 have been amended so that from 1st September 2013 references to family holiday (including reference to Principals/Chair of

Governors allowing up to 10 school days for a term time holiday) and extended leave have been removed. The amendments make clear that a designated member of the Governing body (normally the Chair of Governors) may not grant any leave of absence during term time unless there are exceptional circumstances. The designated member of the Governing body should determine the number of school days the child may be away from school if the leave is granted.

At Woodside Academy, the designated governor for attendance is Tracy Young

Leave of Absence During Term Time

Parents/carers must apply to the school **in advance** if they wish to request a leave of absence during term time. Leave of absence can only be granted by the school where the circumstances are considered to be exceptional. Each application will be considered on its individual circumstances.

Parents/carers should submit an email to admin@woodsideacademy.org as early as possible and, where practicable, **at least four weeks before the proposed absence**. Applications should be submitted before any personal or travel arrangements are made.

The school cannot grant leave of absence retrospectively. Where a parent/carer takes a child out of school without obtaining prior authorisation, the absence will be recorded as **unauthorised**. Where the school knows that the absence is for the purpose of a holiday, the appropriate attendance code is **G – holiday not granted by the school**. Code O should not be used where the school knows the pupil is absent for a holiday.

Where an application for leave of absence is refused but the child is nevertheless taken out of school, the absence will be recorded as unauthorised and the school's attendance procedures will be followed. Where the circumstances meet the relevant national threshold and the Local Authority considers statutory intervention appropriate, this may include consideration of a Penalty Notice.

Parents/carers should be aware that a holiday during term time will generally not be considered an exceptional circumstance.

Where leave of absence is authorised, the school will not normally provide additional work for the pupil to complete during the absence or on their return.

How we promote, monitor, improve and maintain attendance

- **Weekly:** Awarding 'Class of the Week' to the highest attending class in each Key Stage in our weekly Celebration Assembly on a Friday. These classes are awarded an attendance trophy to display in their class for the following week and receive extra playtime on the Friday. Winning classes at the end of the year get a special trip or treat.
- **End of school year:** Children achieving 100% attendance at the end of the year will celebrate at our Summer Read day in July with an inflatable day.

Please note - Individual pupil incentive schemes are used for pupils with low attendance, this is done sensitively to encourage and reward pupils for achieving their personal attendance target.

Engaging Parents

We will offer support to all families of the children of Woodside who engage and involve the school of any problems/barriers which may affect your child's attendance. If we are unaware of these, then absences will continue to be unauthorised when you will be invited to an Attendance Meeting. The purpose of this meeting will give you an opportunity to discuss the reasons for your child's poor attendance/persistent lateness and for us to offer support and ensure your child gets to school every

day on time. An action plan will be drawn up at every meeting with targets agreed with respect to their attendance/persistent lateness.

We review children's attendance half termly and we will request evidence for medical appointments and parents unable to provide evidence will find absence is unauthorised.

Exclusion

A pupil of compulsory school age who has been excluded from school, either for a fixed period or permanently is not allowed to be present in a public place during school hours in the first five days of the exclusion, without reasonable justification. The parent must have been notified in writing by the school at the time of the exclusion of this and the days to which it applies.

Those responsible for attendance matters in this school:

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the following staff have specific attendance related responsibilities:

- **Class Teacher** – To complete registers accurately and punctually at least twice daily, informing the attendance team of any correspondence from parents. Any concerns regarding a child's attendance should be discussed with Attendance/Pastoral team. The class teacher will also discuss attendance at Parent/Carer evening which take place twice throughout the academic year (October & March).

- **Office -** To ensure children who are late or absent are added to the electronic register including recording reasons and first day absence calls are made when parents have not notified the school of an absence; to alert the Attendance/Pastoral team if unable to make contact as a home visit may be necessary or the child may need to be reported as missing. Next step is to notify the Designated Safeguard Lead of any issues concerning pupil absence.

- **Attendance and Pastoral Team** – To oversee the registration process and liaise with class teachers over attendance concerns; to alert parents over pupil absence and for frequent lateness and to closely monitor all identified children; promote good attendance within the school with assemblies, achievement certificates and rewards. Also, to send letters and attend meetings.

- **Designated Attendance Lead (Miss North) –** to oversee the Attendance/Pastoral Teams actions and to attend meetings if stage 3 is met.

- **Principal and Governors** – To ensure all attendance procedures are carried out in accordance with the Attendance Policy and to work with the Principal to raise the profile of attendance within the school and deal with the attendance issues that arise. To also authorise Stage 4 of the escalation process (Local Authority Penalty Notice).