



**Wood Green**  
ACADEMY

# Attendance Policy 2018 -19



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# Wood Green Academy Attendance Policy

## **1. Mission Statement**

### **1.1 Policy aims and principles**

Wood Green Academy seeks to ensure that all its students receive a full-time education which maximises opportunities for each student to realise his/her true potential.

**Wood Green Academy believes that every student has a right to equality as laid out by the Equality Act 2010. Students will not be discriminated against because of their: sex; race; disability; religion or belief; sexual orientation; because of a pregnancy/maternity or because of a gender reassignment. Wood Green Academy will ensure that when applying this policy, Safeguarding will be taken into account and reasonable adjustments will be made for students with Special Educational Needs and Disabilities.**

The Academy will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All Academy staff will work with students and their families to ensure each student attends school regularly and punctually.

The Academy has established an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives Wood Green Academy will establish an effective system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

We are committed to:

- Promote good attendance and reduce absence
- Ensure every student has access to full time education
- Act early to address patterns of absence and poor punctuality

### **1.2 Complaints**

All complaints are dealt with in line with the academy complaints policy. Complaints should be made in writing and will follow the Wood Green Academy complaints procedures. The handling of complaints may be delegated to an appropriate person.

The outcome of the complaint will be communicated in writing.

### **1.3 Monitoring and Review**

This policy will be reviewed every year or in the following circumstances:

- Changes in legislation and/or Government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective

## **2. Key Principles**

The academy will keep an admission register and attendance register. The contents of which includes all students, their personal details, the date of admission (or re-admission), information regarding parents and carers and details of the school last attended.

The academy will take the attendance register at the start of the first session of each academy day and once during the second session. On each occasion we will record student attendance using the national codes. Students will not be marked present if they were not in during the period when the register is open. Any absences will be followed up in order to ascertain the reason and record the absence using the correct code on the register.

The academy day starts at 8.45am. All students should be in their classroom at this time. Registers are marked by 8.47am. Anyone who arrives between 8:47am and 9:05am will be marked present and the minutes they are late will be recorded and used for internal sanctions.

Students arriving between 9:05am and 9:35am will be marked with an 'L' code, those who are marked as 'L' 10 or more times will be marked with a 'U' code after 9:05am.

Anyone who arrives in school after 9:35am will be marked with a 'U' code.

Students arriving at school between 8:45am and 9:05am will be spoken to by a senior member of staff at the gate, this will then be passed on to their Student Support Manager and sent to registration. Students who are late to school more than once in a half term will receive the following sanction:

- 1 x late = Conversation with the Form Tutor.
- 2 x lates = Year Leader detention for 45 min.
- 4 x lates = White report with Form Tutor
- 5 x lates = students in their GCSE and A-level years (years 9, 10, 11, 12 and 13) will be expected to stay in school on Wednesday afternoons until 3pm. Students in Year 7 and 8 will report to their Year Leader's office at 8:35am each day.
- 8 x lates = Parents invited in for a meeting with Year Leader. Student goes on Green Report.
- 10 x lates = Meeting with Assistant Head teacher, B and A, student will be marked as U if they arrive after 9:05am.

**Students arriving late to the Academy must report to the reception to sign in before going to lesson.**

**Any student who arrives late more than 10 times during a school year will no longer be marked as late after 9:05am. These students will be marked with the U code instead which will be counted as an unauthorised absence on their attendance record and will put parents at risk of a referral to Sandwell Attendance and Prosecution Service being made which could lead to a fixed penalty notice or prosecution.**

Parents are legally responsible for ensuring their children receive education in accordance with section 7 of the Education Act 1996 and if on a school roll, that they regularly attend school.

**Please note:** Wood Green Academy will not authorise absences if they believe it is to the detriment of a child's education.

Any supporting documents to aid decision making must be submitted at the time of any request for absence.

If the request is authorised, parents/guardians are required to ensure that their child catches up on any missed school work. This is their responsibility and Wood Green Academy is not obliged to provide work for the child to complete.

**Any unauthorised absence will be recorded on the child's attendance records. This may result in legal proceedings against the parents/guardians, either through a Fixed Penalty Notice or the Magistrates' Court.**

### **Requesting authorisation for Leave of Absence for exceptional circumstances**

Parents/Guardians will need to complete a Leave of Absence Request Form and provide details of the circumstances. (See Appendix 5 below) The form must be returned to school at least 10 school days before the leave is taking place, where possible.

The Headteacher/authorised staff will then make a decision based on the information in the form and any supporting documents that have been provided.

**Please note:** It is unlikely that any student with an attendance below 95% will be granted leave of Absence.

Where there are exceptional and unforeseen circumstances, the Headteacher will consult with designated school staff prior to any authorisation being given to the parent.

## **2.3 Intervention**

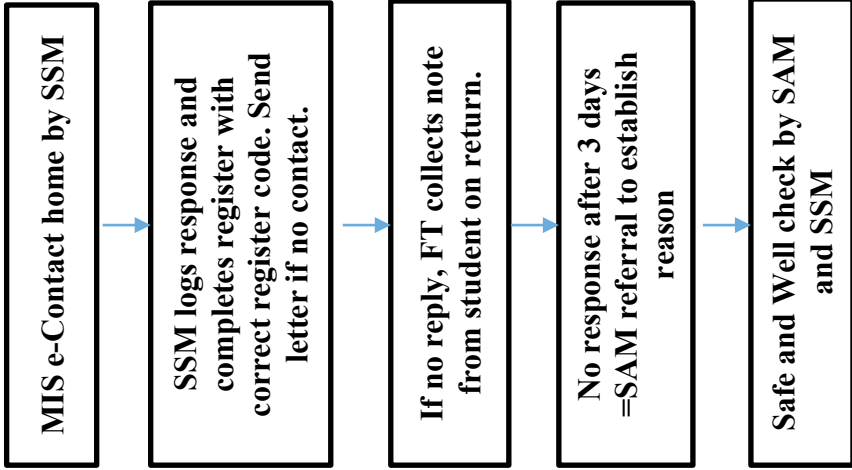
Wood Green Academy recognises that early intervention can reduce poor attendance. Attendance and punctuality are monitored and reviewed throughout the academic year by Year Leaders, Student Support Managers and the Student Attendance Manager as well as members of the Senior Leadership Team.

The Academy's target for attendance is 97% and all students should aim to achieve this. When a student's attendance falls below this figure, a letter will be sent informing parents of this and outlining the support available to students to ensure good attendance. If a student's attendance falls below 95% a phone call will be made to parents by the Year Leader or Student Support Manager and a concern letter will be sent by the Student Attendance Manager. If a student's attendance falls to 92% or below, parents will be invited to meet with their child's Year Leader and the Student Support Manager to discuss reasons for this, and no further absences will be authorised without medical evidence (See Appendix 2 below for acceptable forms of medical evidence).

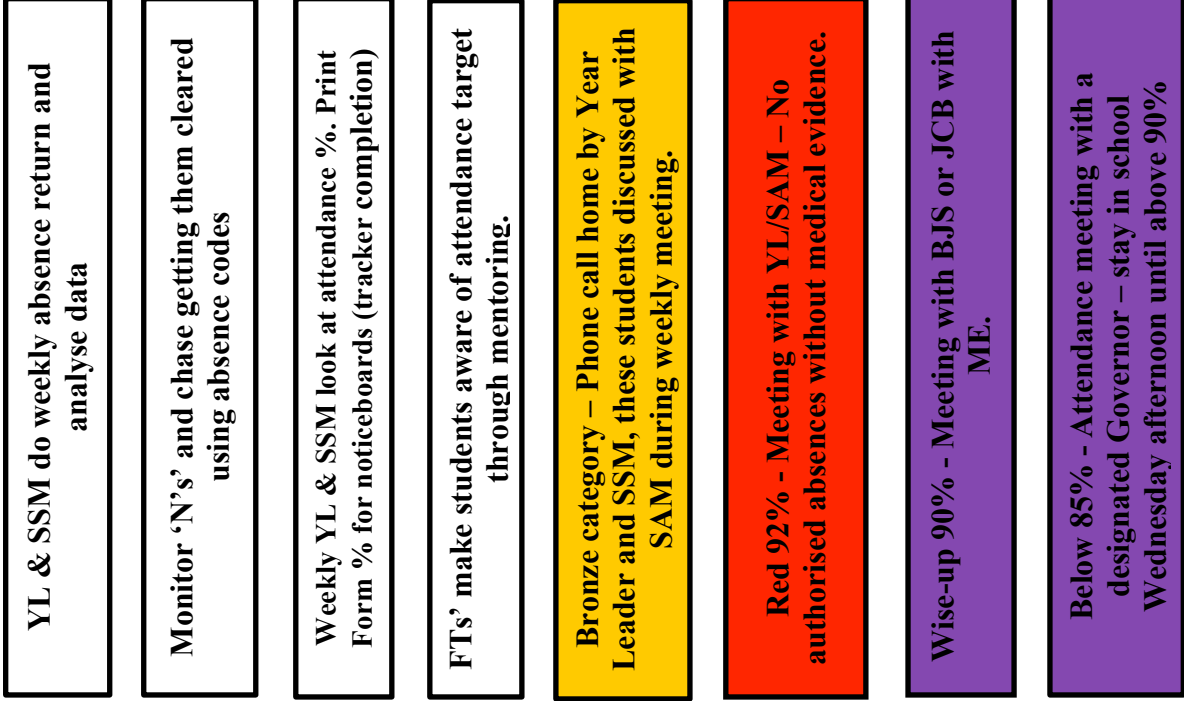
When a student's attendance reaches 90% or below they are considered to be persistently absent and will be invited into school to discuss strategies to improve this with a member of the Senior Leadership Team.

**APPENDIX 1**

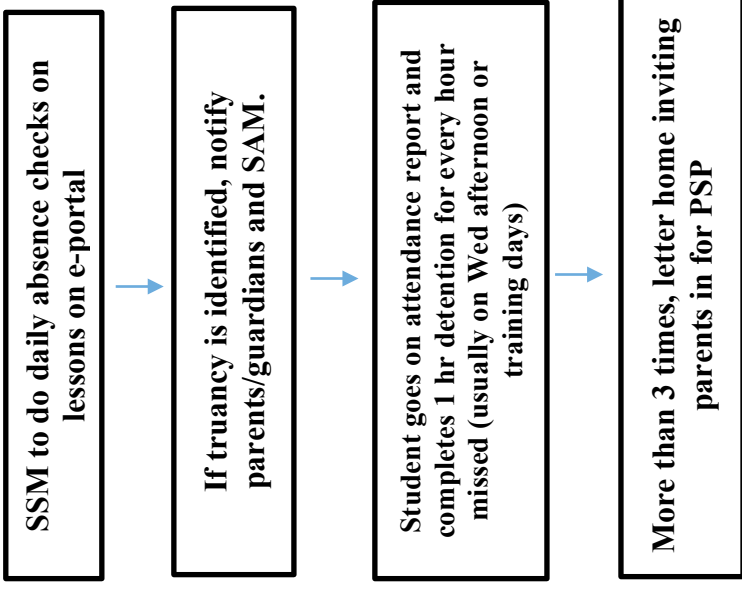
**Occasional Absence**



**Weekly Absence Checks**



**Truancy**





## APPENDIX 2

# WISE UP ON ATTENDANCE

### How wise is your attendance?

### What happens?

<b>GOLD</b>	<p>Your attendance is above 97%.  <b>You are absent less than six days in the school year.</b>  <b>You are 'WISE UP' on attendance.</b>            As well as being an excellent attendee you will almost certainly achieve the best grades for your ability, giving you real opportunities in further education and the world of work.</p>	<ul style="list-style-type: none"> <li>• Awarded positive points on school record.</li> <li>• 'Gold' praise letter home to parents.</li> <li>• Personal praise from Year Leader</li> <li>• Receive year group rewards.</li> </ul>
<b>SILVER</b>	<p>Your attendance is 95% plus.  <b>You are absent less than 10 days in the school year.</b>  <b>We know you are "WISE" regarding attendance.</b>            You are likely to achieve grades that will give you real opportunities to continue your studies and in the world of work.</p>	<ul style="list-style-type: none"> <li>• Awarded positive points on school record</li> <li>• Aim for Gold!!</li> <li>• 'Silver' Target letter home to parents.</li> </ul>
<b>BRONZE</b>	<p>Your attendance is 92-95%.  <b>You are missing up to 20 days school each year. A full month lost!</b>            We think you '<b>SHOULD BE WISER!</b>'            Your absences will make it difficult for you to achieve your best.</p>	<ul style="list-style-type: none"> <li>• Awarded positive points on school record.</li> <li>• FT will discuss your absence with you.</li> <li>• Aim for Silver!!</li> <li>• 'Bronze' Target letter home to parents.</li> </ul>
<b>RED</b>	<p><b>Your attendance is between 90-92%.</b>  <b>You are missing up to 30 days in the school year!</b>  <b>SIX WEEKS!</b> You '<b>NEED TO WISE UP!</b>'  <b>You are missing so much time from school that it will be difficult for you to keep in touch with lessons or work.</b></p>	<ul style="list-style-type: none"> <li>• Below 92% - YL meeting with parents</li> <li>• Absences will not be authorised without a medical note.</li> <li>• 'Red' Target letter home to parents.</li> <li>• Aim for 'Bronze'!!</li> </ul>
<b>WISE UP!</b>	<p><b>Your attendance is below 90%</b>  <b>You are missing more than 30 school days in the school year!</b>            You need to '<b>WISE UP</b> and <b>TAKE ACTION NOW!</b>  <b>You are missing so much time from school that it will be almost impossible for you to keep in touch with lessons or work!</b></p>	<ul style="list-style-type: none"> <li>• JCB/BJJS meet with parents.</li> <li>• The <b>Local Authority</b> will be informed.</li> <li>• <b>Attendance &amp; Prosecution Service</b> will start formal action against your parents.</li> <li>• 'Wise Up' letter home to parents.</li> <li>• If attendance reaches 85%, parents will be invited to meet with a Governor.</li> </ul>

## APPENDIX 3

### Changes to The Education (Pupil Regulation) (England) Regulations (2006), September 2013

There have recently been some changes to the regulations regarding school attendance. The changes are as follows:

- § The Education (Pupil Regulation)(England) Regulations (2006) previously allowed Head Teachers to grant leave of absence for the purpose of a family holiday in 'special circumstances' of up to 10 school days leave per year. Head Teachers could also grant extended holidays for more than 10 school days in exceptional circumstances.
- § The amendments to these regulations mean that from 1<sup>st</sup> September 2013 Head Teachers **may not grant any leave of absence during term time unless there are exceptional circumstances.** Exceptional circumstances **do not include** family holidays, visiting relatives or friends, spectating at sporting or other events, looking after unwell family members, baby-sitting younger family members, birthdays or shopping etc.
- § If you consider that a request for leave of absence during term time is for 'exceptional circumstances' then a Leave of absence request form must be completed.
- § Any request for leave of absence during term time due to family holiday will be denied and a letter will be sent to advise you of this. If you choose to take your child out of school during term time without leave of absence being granted then it will be recorded as an unauthorised absence on the school register.
- § Parents who fail to ensure their child's regular attendance can be fined £60 (per parent, per child). If the payment is not made within 21 days this increases to £120.
- § As part of a revised school policy we will make a referral to the Attendance & Prosecution Service for pupils who take unauthorised leave of five days or more. Such a referral may lead to a Fixed Penalty Notice being issued.

## APPENDIX 4

### Acceptable forms of medical evidence

- A statement of fitness form completed by a Doctor.
- A letter from a Doctor detailing the reason for absence and the time period that they would expect the student to be off school for (including dates).
- A Wood Green Academy proof of absence certificate (see below) completed by a Doctor.
- A letter providing the date and time of an appointment that a pupil is required to attend.  
***Please note that only the AM or PM session that the appointment time is in will be authorised unless there is further medical evidence to support additional time off.***
- A completed hospital admission form.
- Medication labels or prescriptions may be used but it will be decided at the time whether they will be accepted as acceptable evidence.

### Not acceptable forms of medical evidence

- Photographs depicting injury/illness.

### Example of a Wood Green Academy Proof of Absence Certificate



**WOOD GREEN ACADEMY PROOF OF ABSENCE  
CERTIFICATE**

This is to certify that in my opinion  
\_\_\_\_\_ (student name) is/was suffering  
from \_\_\_\_\_ and is/was unable to attend school  
for \_\_\_\_\_ days/weeks, starting from \_\_\_\_\_ (date).

Surgery Stamp

Signed \_\_\_\_\_

Date: \_\_\_\_\_

**Please Note: Medical evidence will be required to authorise absences of five days or more or if attendance is below 92%. If this is not provided, a referral may be made to the Sandwell Attendance and Prosecution Service.**



**Appendix 5**

**(LOA FORM TO BE INSERTED)**