

Appendix – Woodlands School Attendance Procedures



Our School Day

We open the school doors at 8.40am and school starts promptly at 9am. All children at Woodlands are transported in via Taxi Services. Children who arrive after 9am will be marked as late or absent unless notified by transportation.

Registration closes at 9.30 am. Children arriving after this point with or without good reason will be marked as unauthorised (U). This means that their attendance for the morning will not count, even though they are in the building.

All children are collected from Woodlands by their Taxi. All years are dismissed from school at 3.00pm.

Illness or Medical Appointments

Please let us know by 9am if your child is too ill to come to school. We need a call for every day of absence.

Try to arrange medical appointments before or after school. If you can't do this, please let us know of all appointments in advance.

You can contact us as follows:

Phone – 01939 232372

Email – admin@wdl.mmat.co.uk

If we don't hear from you, we will try to phone you or any of the contacts you have given us. If we can't make contact, we will send a text and/or email letting you know that your child is not in school, and that we may make a Safe and Well Check at home.

If your child is off school and we cannot talk to you, absences will be unauthorised. We will continue to try and make contact to find out the reason for the absence and will try and support you if there are problems we can help with.

Holiday

Mrs Taylor can only approve holiday in term time in exceptional circumstances. If you are going to go on holiday, please request a holiday form from the Office at least two weeks before you go.

Attendance Contacts – 01939 232372

There are lots of people in school who can support you with school attendance problems. You can contact the following people for help:

Day to Day e.g sickness	Specialist Support e.g worried about coming to school
School Office Admin Team	Ms Cat Jones – Deputy Head
	Mrs Niki McGarvey – Pastoral Manager
	Ms Holly Wainwright – Assistant Head (Lower)
	Mrs Rachel Butterfield – Assistant Head (SENCO)
	Mrs Joanne Wildman – Interventions Co- Ordinator

If you cannot sort out your problem with the staff named above, please contact Mrs Taylor who has overall responsibility for school attendance.

Rewards

We try to recognise and encourage excellent attendance in the following ways:

- Attendance awards in assemblies
- Fortnightly Tutor Group Celebrations for those pupils with continuous good attendance above 90% and/or significantly improved.
- Record, support and celebrate good attendance on weekly school reports and during parent evenings.



How we monitor attendance

We check children's attendance every week to ensure that it remains at or above the school target of 95%.

- Tutor Group leads or EWO may offer a weekly 'Support Phone Call' if attendance starts to decline.
- We may write to let you know that attendance has fallen below target.
- The Education Welfare Officer also checks attendance every week and may write to you if there are any worries. If the Education Welfare Officer has written to you more formal attendance support may be needed.
- When we check attendance, we check a lot of other things as well, such as progress, behaviour in lessons, internal truancy and known medical conditions or if there are known worries at home.

These checks mean that we can put the right support in place and could involve temporary adjustments to a child's school day, or extra support with lessons, friendships, or emotions.

We always try to support families and children to improve attendance, but sometimes it might be necessary for the Education Welfare Officer to enforce school attendance. This often happens when attendance falls below 90%. If this does happen the Education Welfare Officer will either:

- Invite you into school to discuss worries, agree an action plan and explain the legal implications of further absence from school.
- Write to you and explain that further absence from school could result in a Fixed Penalty Notice or Prosecution.

It is never too late to try and resolve attendance problems, so ALWAYS talk to us or the Education Welfare Officer. We are best when we work together.

Persistent Absence

Persistent Absence is the name the Government gives to attendance below 90%. By the end of the school year a child with 90% attendance would have missed 4 weeks of school. We try to reduce the chances of children being persistently absent by regularly checking attendance and



ensuring that the right adjustments are made for a child to come back to school. We do this with our Education Welfare Officer to ensure that the right support is in place, on time and in time to avoid persistent absence.

CME (Child Missing in Education).

Children missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines (KCSIE, 2022)

Schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days. (As such, we would then consider this a **Child Missing in Education.(Children missing education Statutory guidance for local authorities 2016)**

As a result of the continued episodes of 10 school days Woodlands School will follow these guidelines:

- School will require daily contact with parents/carers if your child is not in school.
- Should your child be absent for 3 days or more, school will require to 'visually see the child' (including virtual or a visit from the Educational Welfare Officer).
- In the event of School being unable to visually see your child either by virtual means or by a person, a designated safeguarding lead from the school will need to report this either to; 101 or First Point of Contact (children Services).

Other sources of help

- Education Welfare Service
0345 678 9063

- BEAM

Beam is an emotional health and wellbeing service for young people under 25 years old who are registered with a GP in Shropshire, and Telford & Wrekin –

<https://shropshire.gov.uk/the-send-local-offer/mental-and-emotional-health-and-wellbeing-service/beam/>

- Citizens Advice <https://www.cabshropshire.org.uk/>

- Shropshire SEND Local Offer

The SEND local offer is a single place for information, services, and resources for children and young people aged 0-25 with special educational needs and / or disabilities, their families, and the practitioners who support them. <https://shropshire.gov.uk/the-send-local-offer/>

- Family Doctor

- Shropshire Early Help

Early help means taking action to support a child, young person or their family as soon as a problem emerges. <https://shropshire.gov.uk/early-help/>



- Shropshire Information Advice and Support Service

We provide information, advice and support to parents and carers of children aged 0 to 25, and young people aged 16 to 25 who have, or may have, special educational needs or disabilities (SEND).

<https://www.cabshropshire.org.uk/shropshire-iasa/>