



# Woodrush High School

An Academy for Students Aged 11-18

## Attendance and Punctuality

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

**September 2024**

## Introduction

- We believe it is vitally important to attend school regularly and on time, especially after the COVID-19 Pandemic.
- 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 2022**

<b>Grades</b>	<b>Grade 9-5 English / Maths</b>	<b>Grade 9-4 English / Maths</b>	<b>Average English Grade</b>	<b>Average Maths Grade</b>	<b>Positive Progress</b>
<b>Attendance above 96%</b>	<b>48%</b>	<b>73%</b>	<b>5+</b>	<b>5</b>	<b>58%</b>
<b>Attendance 96%-90%</b>	<b>32%</b>	<b>63%</b>	<b>5</b>	<b>4</b>	<b>48%</b>
<b>Attendance 90%-85%</b>	<b>9%</b>	<b>18%</b>	<b>3</b>	<b>3</b>	<b>30%</b>
<b>Attendance below 85%</b>	<b>0%</b>	<b>40%</b>	<b>2+</b>	<b>2</b>	<b>20%</b>

- 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
<b>Excellent Attendance 100%-99%</b>	Commended for excellent attendance – Termly Letter for 100% attendees	15-20hrs	3-4 days	¼ term
<b>Good Attendance 98%-96%</b>	Commended for good attendance – Recognition in Year Assemblies	20-35hrs	4-7 days	½ term
<b>Requires Improvement 95%-93%</b>	Monitored and contact with home - Warning letter	36-60hrs	9-12 days	2 terms
<b>Poor Attendance 92%-90%</b>	Parents In school meeting with HOY – Formal Warning Letter	75-95hrs	15-19 days	½ year
<b>Persistent absence 90%-80%</b>	Meeting held with Deputy Headteacher & Attendance Welfare Officer	95-140hrs	19-28 days	¾ year
<b>Critical &lt;80%</b>	Meeting Held with Deputy Headteacher /Headteacher – legal warning or action	>140hrs	>28 days	1 year

## 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 be issued a C1.
- If a student arrives **after 8.45am** they will be issued a C2.
- If a student arrives **after 9.30am** this will be sanctioned as C5- truancy unless parents informed us of valid reason for lateness.
- Our year teams will work with parents to overcome barriers which prevent students arriving on time.

<b>Minutes Late per day</b>	<b>Minutes lost per Term</b>	<b>Time lost per Year</b>	<b>Equivalent to school time of ...</b>
<b>5</b>	155	16 hours	3 days
<b>10</b>	310	32 hours	6 days
<b>15</b>	465	48 hours	9 days
<b>20</b>	620	64 hours	12 days
<b>25</b>	775	70 hours	15 days
<b>30</b>	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

<b>School Day</b>	<b>Time</b>
Line Up	8.25am – school gates locked (8.45am Wednesday)
Form Time	8.30am to 9.00 am (8.45am-9.00am Wednesday)
Lesson 1	9.00am – 10.15am
Break	10.15am – 10.35am
Lesson 2	10.35am – 11.50am
Movement	11.50am - 11.55am
Lesson 3	11.55am – 1.10pm
Lunchtime	1.10pm – 1.40pm
Movement	1.40pm - 1.45pm
Lesson 4	1.45pm – 3.00pm
End of School	3.00pm
Same Day Resolutions	3.00pm – 4.00pm

### Contacting School and Reporting an Absence

**To report a student absence call – 01564 823 777 and select option 1. (please note: main office staff are unable to log absences)**

**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 and our office team can arrange a call back.

**Attendance Welfare Officer – Mrs J Davies [jdavies@woodrush.org](mailto:jdavies@woodrush.org)  
Senior Leader Responsible for Attendance – Mrs Holtom-Brown  
[mholcombrown@woodrush.org](mailto:mholtombrown@woodrush.org)**

**Student Engagement Leaders Focus on Attendance – Mrs Francis KS3  
([ifrancis@woodrush.org](mailto:ifrancis@woodrush.org)) / Mr Hardy KS4 ([phardy@woodrush.org](mailto:phardy@woodrush.org))**

**Pupil Premium Attendance Support – Mrs Cassidy ([dcassidy@woodrush.org](mailto:dcassidy@woodrush.org))**

### Heads of Year

**Year 7 – Mr Bowen [tbowen@woodrush.org](mailto:tbowen@woodrush.org)  
Year 8 – Miss Capaldi – [ecapaldi@woodrush.org](mailto:ecapaldi@woodrush.org)  
Year 9 – Mrs Taylor – [btaylor@woodrush.org](mailto:btaylor@woodrush.org)  
Year 10 – Miss Onacko – [jonacko@woodrush.org](mailto:jonacko@woodrush.org)  
Year 11 Mr Pollard– [jpollard@woodrush.org](mailto:jpollard@woodrush.org)  
Sixth Form – Mrs Kaur – [pkaur@woodrush.org](mailto:pkaur@woodrush.org)**

\*Please be aware that heads of year are teaching staff and may not be available to take calls during the school day.

**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/arborteach) / [Arbor Parent & Guardian Portal - Apps on Google Play](https://www.google.com/play/apps/details?id=com.arborparentguardian)**