

ATTENDANCE COLOUR CODES with actions

Please note: Medical evidence is required for all absences of more than 3 days

96%-100%

WELL DONE - THIS IS EXCELLENT

- Termly reward breakfast for termly 100% attendance
- Annual awards ceremony for years 100% attendance
- Congratulations texts message for termly 97-100% attendance
- Termly achievement points for 96%-100%

90%-95.9%

BE CAREFUL

- Yellow attendance and punctuality letter sent home
- Attendance support through pupil support centre
- 90%-93% meetings with parent and key stage leader
- Home visits by Educational Welfare Officer where applicable
- Medical evidence may be requested for all absences
- Letter not authorising absence where applicable
- Possibility of penalty notices and fines

Less than 90%

PERSISTENT ABSENCE PUPIL

- Red attendance letter sent home
- Attendance Support for pupil through pupil support
- Meetings with parents and deputy principal
- Meetings with Education Welfare Officer
- Letter requiring parents to provide medical evidence for all absence where applicable
- Letter not authorising absence where applicable
- Possibility of penalty notices and fines

Woodhouse Academy

Mrs C Butler - Principal
Woodhouse Lane, Biddulph, Stoke-on-Trent, ST8 7DR
Telephone: 01782 297875
office@woodhouseacademy.staffs.sch.uk
www.woodhouseacademy.staffs.sch.uk



What difference does it make if my child has time off school?

When pupils return to school after absence, they find it difficult to move on in learning with the rest of the class because they have missed the teaching that leads up to that point. Sometimes it is also hard to pick up with friends again.

A few days off can soon add up.

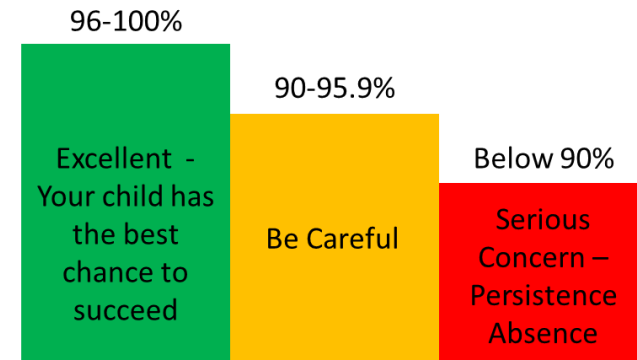
Research shows that children who have more than 10 days off, achieve lower grades. Missing 17 days of school can mean your child achieves a whole level less than they are capable of in the Y6 SATs. And this then reduces GCSE results and employment chances.



90% is a good mark for a test but 90% attendance is low - the threshold for persistence absence. It actually means a child has had the equivalent of half a day off every week! This adds up to 4 weeks over the year - 100 lessons missed.

How many lessons did it take you to learn to drive, play an instrument or improve a sport skill? Think what you could achieve in 100 lessons!

Missing School Means Missing Out



How can you help?

Let us know if your child is going to be absent and ask to meet with your child's form tutor if your child isn't wanting to come to school. The sooner we know about difficulties, the quicker we can work with you to solve them.

Holidays in term-time: These can no longer be authorised. Taking a holiday in term time could lead to a fine imposed by the educational welfare service.

Medical/Dental appointments: Try to make these before or after school; missing a morning or afternoon registration counts as absence.

We appreciate that children will have an illness at some time or another but we need to make sure they come to school when they are well and only have time off when absolutely necessary.