



Woodhouse Primary Academy
Attendance Guidelines
2025-2027

Statement of intent

Woodhouse Primary Academy believes that to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in sections 7 of the Education Act 1996, which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –

(a) To age, ability and aptitude, and

(b) To any special educational needs he/she may have

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

Legal Framework

1.1 This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996.
- Equality Act 2010.
- Education (Pupil Registration) (England) Regulations 2006 (As amended).
- Children (Performances and Activities) (England) Regulations 2014.
- Children and Young Persons Act 1963.
- DfE (2015) 'Child performance and activities licensing legislation in England'.
- DfE (2024) 'Keeping children safe in education' *this policy updates annually and all staff are given training on updates annually.
- DfE (2024) 'Children Missing Education'.
- DfE (2024) Working together to improve school attendance.
- Birmingham City Council 'Support First' (2024)

1.2 This policy will be implemented in conjunction with the following school policies:

- Behaviour Policy and agreement.
- Children Missing Education Policy.
- Complaints Procedure Policy.

Roles and responsibilities of school

2.1 Greenheart Learning Partnership has overall responsibility for:

- The implementation of this policy and procedures of Woodhouse Primary Academy.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.
- Having regard to 'Keeping Children Safe in Education' (2024) when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that it is regularly reviewed and updated.
- Ask questions about trends and what is being done to prevent persistent poor attenders.
- Monitor termly progress towards these targets.
- Attendance plays a key part of school improvement monitoring visits and visits from the DoE
- Take responsibility for the effective implementation, monitoring and evaluation of this policy.

2.2 The head teacher is responsible for the day-to-day implementation and management of this policy and procedures of the school and distributing these to parents.

2.3 Staff, including teachers, support staff and volunteers are responsible for:

- Following this policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.

- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working with families to remove them.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day procedures.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent.

Roles and responsibilities of pupils

3.1 Pupils are responsible for:

- Arriving at school on time. School gates open at 8.35am and will close at 8.55am. Registration closes at 9.05am. After this time, your child will receive an unauthorised absence code (U).
- Being in school uniform as per the school policy.

Roles and responsibilities of parents/carers

4.1 Parents are responsible for:

- Having their children in school on time. School gates open at 8.35am and will close at 8.55am. Registration closes at 9.05am. After this time, your child will receive an unauthorised absence code (U).
- Contacting the school, no later than 9.30am with a reason for any absences. This can be via telephone on 0121 464 1769 or email at enquiry@whp.greenheartlearning.org
- For any medical appointments, it is parent's responsibility to provide school with medical evidence prior to the arranged appointment.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Treating staff with respect.
- Actively supporting the work of school.
- Contacting via MCAS or the enquiry email address, staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance or require support.
- Ensure their children are punctual and know the importance of good attendance.
- Inform the academy on the first day of absence.

Definitions

5.1 for the purpose of this policy, the school defines:

- **Absences** as:
 - Arrival at school after the register has closed (9.10am).
 - Not attending school for any reason.
- An **authorised absence** as:
 - An absence for sickness for which the school have granted leave.
 - Medical or dental appointments which unavoidably fall during school time, which school has granted leave.
 - Religious or cultural observances for which the school has granted leave.
 - An absence due to a family emergency.
 - For the purpose of participating in a regulated performance.
- An **unauthorised absence** as:
 - Parents keeping children off school unnecessarily or without reason.
 - Truancy.
 - Absences which have never been properly explained.
 - Arrival at school after the register closed.
 - Absence due to shopping, looking after other children or birthdays.
 - Absence due to day trips and holidays in term-time which have not been agreed.
 - Leaving school for no reason during the day.
- **Persistent absenteeism** as:
 - Missing 10 percent or more of schooling across the year for any reason.
- **Parent** as:
 - A 'parent' in relation to any child or young person, including any person who is not the parent but has parental responsibility for the child, or who has care of the child. This includes absent parents who must have regular contact and an ability to influence the child, including his/her attendance. Parental partners should be included (whether or not they are married or the natural parent of the child) as they have 'care of' the child. If a pupil lives with the grandparent or older sibling as their main carer they can also be included.
- **Attendance contract** as:
 - Formal written agreement between a parent and school. An attendance contract is not legally binding but allows a more formal route to secure engagement with support where a voluntary early help assessment has not worked or is not deemed appropriate.

Training of staff

6.1 WoodhousePrimary Academy recognises that early intervention can prevent poor attendance. As such, teachers will receive training (training is included in safeguarding updates) in identifying potentially at-risk pupils as part of their induction and refresher training.

6.2 Teachers and support staff will receive training on this policy as part of their induction.

Teachers and support staff will receive regular and ongoing training as part of their development (training is included in the safeguarding updates).

Pupils at risk of persistent absence

7.1 SLT will:

- Establish a range of evidence-based interventions to address barriers to attendance
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem.

7.2 Pupils potentially at greater risk of harm who need a social worker will be supported with pastoral and academic support, alongside action by statutory services in response to any unauthorised absences.

7.3 Following a period of absence, staff will:

- Welcome pupils back following any absence and provide keep up not catch-up support to build confidence and bridge gaps.
- Meet with pupils to discuss absence, patterns, barriers, and problems.
- Establish plans to remove barriers and provide additional support.
- Lead daily or weekly check-ins to review progress and the impact of support.
- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

Absence procedures

8.1 Parents will contact the school as soon as possible on the first day of their child's absence giving clear reason for the child's absence.

8.2 A phone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school.

8.3 In case of persistent absence, arrangements will be made for parents to speak to the attendance officer.

Parental involvement

9.1 The school will build respectful relationships with parents and families to ensure their trust and engagement.

9.2 The school will communicate openly and honestly with pupils and their families about their expectations of school life, attendance and performance so that they understand what is expected of them.

9.3 The school will liaise with other agencies working with pupils and their families to support attendance, e.g. if a pupil has a social worker.

Attendance register

10.1 The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. The register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

10.2 The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late before registration closes
- V = Educational trip or visit
- P = Participation in an approved sporting activity
- B = Any other approved educational activity
- M = Medical appointment
- C2 = Compulsory school age subject to part time timetable
- C = Exceptional circumstances subject to head teacher's discretion
- R = Religious observance
- I = Illness
- Y3 = Part of school premises being closed
- Y4 = Whole school site unexpectedly closed
- Y6 = Unable to attend in accordance with public health guidance of law
- G = Holiday not granted
- N = Absence not established yet
- O = Other or unknown
- Z = Pupil not on admission register

10.3 When the school has planned to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. The code will also be used to record year groups who do not attend because the school has set different term dates for different years, e.g. induction days.

10.4 Every entry received into the attendance register will be preserved on Bromcom information management system.

Lateness

12.1 Punctuality is of the utmost importance and lateness will not be tolerated.

12.2 The school day starts between 8.35am-8.55am. Pupils should be in the classroom by 8.55am.

12.3 Registers are marked by 9am. Pupils will receive a late mark if they are not in their classroom by this time.

12.4 The register closes at 9.10am. Pupils will receive a mark of absence if they do not attend school before this time.

12.5 After lunch, registers are marked by 1.00pm in Early Years and Years 1-4 and by 2.00pm for Year 5-6 (due to staggered lunchtimes).

Term-time Leave

13.1 At Woodhouse Primary Academy, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

13.2 The head teacher will be unable to authorise holidays during term-time.

13.3 The head teacher will only be allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the head teacher will be satisfied by the evidence, which is presented, before authorising term-time leave. To do so, please collect and complete the term-time leave request form from the school office.

13.4 The head teacher will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at the discretion of the head teacher.

13.5 Any requests for leave during term-time will be considered on an individual basis and the pupil's attendance record will be taken into account.

13.6 Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods.
- When a pupil's attendance record shows any unauthorised absence.
- Where a pupil's authorised absence record is already above 10 percent for any reason.

13.7 If parents take their children out of school during term-time without authorisation from the head teacher, they may be subject to sanctions such as penalty fines.

Truancy

14.1 If a pupil is thought to be playing truant, then the academy will inform:

- The parent/carer
- The police

14.2 All truants will receive:

- Sanctions
- Support, following discussions with the head teacher to understand the seriousness of the matter
- A program of monitoring and support

The police will be informed immediately if a pupil leaves the academy without prior permission.

Missing children

15.1 Pupils are not permitted to leave the school premises during the school day unless they have permission from the head teacher.

15.2 The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the head teacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the head teacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - All other rooms
 - The library
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teachers will fill in an incident form, describing all circumstances leading up to the pupils going missing.

15.3 If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then appropriate personnel will be informed.

15.4 When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.

15.5 The head teacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

15.6 Parents and other agencies will be informed immediately when the pupil has been located

15.7 The head teacher will carry out a full investigation and will draw a conclusion as to how the incident occurred.

15.8 Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.

15.9 A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome.

Religious observances

16.1 The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.

16.2 Parents will inform the school in advance if absences are required for days of religious observance.

Appointments

17.1 As far as possible, parents will attempt to book medical and dental appointments outside of school hours.

17.2 Where it is not possible, a note and appointment card will be sent to the school office.

17.3 If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.

17.4 Pupils will attend school before and after the appointment wherever possible.

Young carers

18.1 The school understand the difficulties that face young carers.

18.2 The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

18.3 The school will take a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

Rewarding good attendance

19.1 The school acknowledges good attendance in the following ways:

- Certificates weekly for classes with the highest attendance
- Weekly Newsletter to acknowledge attendance
- Recognition for those with improved attendance
- Half termly class rewards for the highest attendance
- Termly attendance certificates for those with 96% or above for that term

Monitoring and review

20.1 The school monitors attendance and punctuality throughout the year.

20.2 This policy is reviewed every two years by the head teacher. The next scheduled review date for this policy is 2027.

20.3 Any changes made to this policy will be communicated to all members of staff and parents.

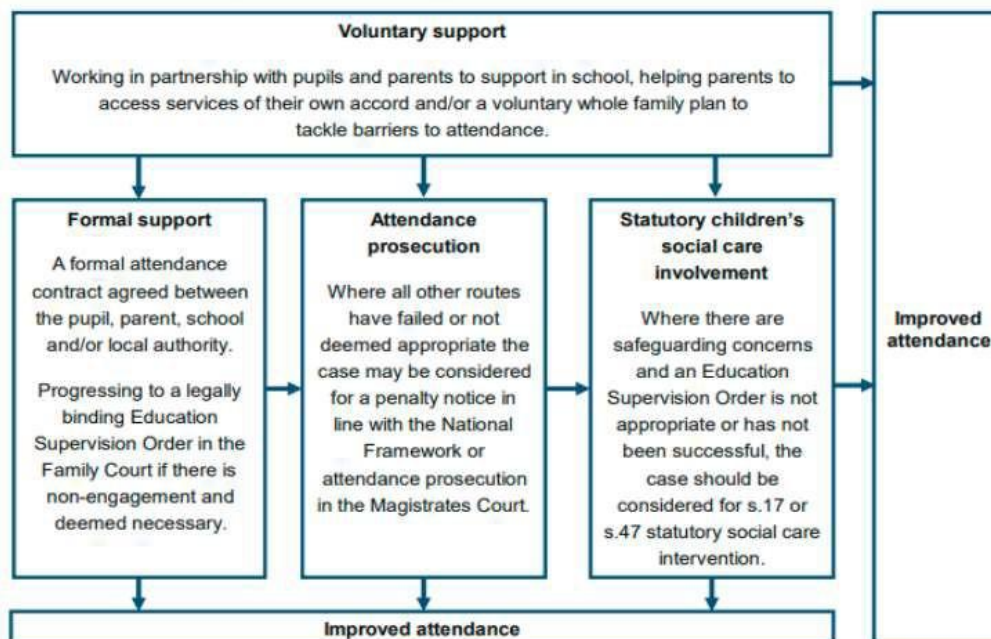
20.4 Miss Lavelle will ensure there are clear roles and responsibilities for monitoring pupils and action planning within attendance bands across the school and help with early help identification of children with deteriorating attendance before they become persistent absentees.

Appendix A – Attendance Monitoring Procedures

Woodhouse Primary Academy has adopted the following attendance monitoring procedures, to ensure that pupils attendance meets the expected standard, and effective intervention is provided where pupils attendance falls below the standard:

1. SLT will meet each week to look at weekly and annual attendance to date.
2. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' Codes are used to indicate that the pupil is absent for any reason not yet provided; these N codes are reported to SLT daily.
3. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
4. If a child is absent, without contact from the parent/carer, a member of our safeguarding team may conduct a safe and well check on their third day of absence.
5. If persistent absence continues, Miss Lavelle will contact you to discuss and offer support.
6. If no improvement is made, you will receive a letter from our Education Attendance Officer inviting you in for a formal attendance meeting (FAM). You will be asked to complete an attendance contract.
7. If there is a further decline in attendance, we may revisit the attendance contract if required and extend the contract term if appropriate.
8. If your child's attendance continues to decline, this could result in a penalty notice being issued.

Providing support first before attendance legal intervention



Appendix B – Persistent Absence/Lateness Contract

GREENHEART



PERSISTENT ABSENCE/LATENESS MEETING

All children with attendance **below 90%** are referred to nationally as being a **'persistent absentee'**. This is like a **red flag** because of the detrimental impact it has on their educational and social development. We are working very closely with parents who have children included in this group to put measures into place to address this and bring school attendance back in line with expectation.

Name of child(ren):

Current attendance figure(s):

Date of meeting:

Present at meeting:

Parents views and what support they feel is needed:

Attendance Contract:

Parent Actions	School Actions

Signed:

Parent: _____ **School:** _____