

Wadham School

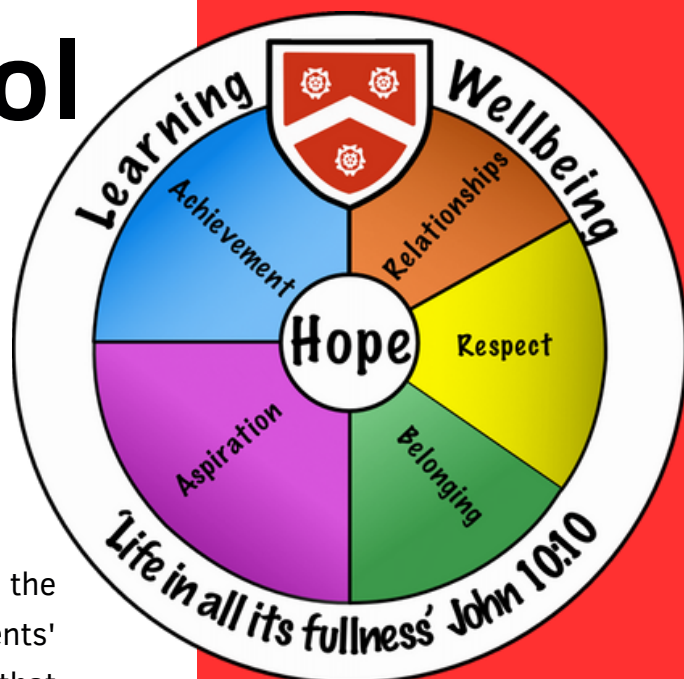
Attendance Matters

- The Importance of regular attendance

At Wadham School we believe that good attendance is the cornerstone of success and fulfilment in every students' school experience and Wadham School seeks to ensure that there are no barriers preventing any child from coming to school regularly and on time.

The table below shows the impact of whole days absent and lost learning hours in one school year.

Attendance	Whole Days Absent	Lost Hours of Learning	Descriptor
100-99%	0-2	0-10	Excellent
98-96%	4-7.5	20-37.5	Good
95-91%	9.5-17	47.5-85	Requires Improvement
90-86%	19-27	95-135	Persistently Absent



REPORTING YOUR CHILD'S ABSENCE

Call the attendance line
on 01460 270139

Report on the EduLink
App

Email the School Office on
office@wadhamschool.co.uk

All absences should be reported by 9am, any absences not reported will be coded as an unauthorised absence

When Attendance becomes a cause for concern

Attendance is regularly monitored at Wadham School by the Attendance Officer, who will then identify any student whose attendance is causing concern, and take the following action:

- The first letter in our graduated response will be sent out to parents/carers to make them aware of the situation.
- If absences still persist due to high levels of illness we may request medical evidence to support this so that we are able to authorise the absence.
- A second letter will be sent to offer a meeting to discuss attendance any any measure that can be out in place to support attendance going forward. We may ask you to enter into a parental contract.
- If after this attendance does not improve we may refer your case to our Attendance Caseworker at the Education Safeguarding Service (ESS).
- A penalty notice maybe issued, and could result in a Penalty of £120, per child, per parent. If you fail to pay the fine you will be prosecuted.
- As a last resort legal action may be taken against you, which could result in a more severe fine, a community order or in extreme cases a jail sentence of up to 3 months.

UNDERSTANDING TYPES OF ABSENCES

There are two sessions of learning each day; morning and afternoon. The register is taken at tutor time (am) and in period 4 (pm). Every half day absence from school is classified by the school as either an authorised or unauthorised absence.

Types of **AUTHORISED** absences include:

- Illness - reported by the parent (i)
- Medical appointments - reported by the parent, evidence required (M)
- Family bereavements, funerals, emergencies or other unavoidable cause (C)



REMINDERS

Wherever possible please try to make medical and dental appointments outside of school hours.

Please provide evidence of any medical appointment by way of a appointment confirmation letter/text

Types of **UNAUTHORISED** absences include:

- Absences that have not been reported or properly explained. (O)
- Children who arrived to school after registration closes at 9.00am will receive an unauthorised mark for the morning session (U)
- Shopping, looking after other children, or birthdays (O)
- Personal transport issues where they are not provided by the county, such as car broken down or missed bus (O)
- Day trips and holidays in term time which have not been agreed. (G)
- When a child is persistently absent and medical evidence is required to support an absence and has not been received (O)

HOLIDAYS IN TERM TIME

Under the Department of Education guidelines schools are no longer allowed to authorise leave of absence for family holidays. Headteachers may not grant any leave of absence unless there are exceptional circumstances.

If your child is on holiday for 5 days or more, you will be liable for a fixed penalty notice which is a fine of £120 per parent/step parent per child.

If you wish to request term time leave please go to our website, under attendance and punctuality to print a 'Request for term time leave' form to complete and return to our Attendance Officer.



USEFUL CONTACTS

Advisory Centre for
Education (ACE):
Independent, practical
and legal advice on
schooling issues: 0300
0115 142
www.ace-ed.org.uk

Government Website:
<https://www.direct.gov.uk>
Information on all aspects of
school attendance including
links to relevant legislation
