

ATTENDANCE

Every Day Counts



Important information about **NEW** attendance tracking procedures to support families at WFA

We would like to share with you some new attendance procedures which will be taking effect this term.

What?

We will be using a new 6 Staged approach to support good attendance at school.

Why?

We have a target of **97% attendance for every learner** at Wallscourt Farm Academy.

As part of our new school procedure, every learner's attendance is carefully tracked to ensure no child falls behind on their learning.

How?

If a learner misses 2 days or more of learning, they will enter Stage 1 of our attendance procedure. If in the subsequent weeks, their attendance falls again due to more days of learning missed, they will be moved on to Stage 2 and then onto Stage 3 etc.

Stage 1:

Families are sent a text informing them of the number of school days their child has missed.

Stage 2:

Families are sent a second text informing them of the number of further school days their child has missed.

Stage 3:

Class teachers will have a conversation with families to discuss the learning their child has missed and how they can support them to catch up.

Stage 4:

The Attendance Lead (Mrs Rea) will contact the family (or invite them in for a meeting) to discuss concerns about their child's attendance.

Stage 5:

Families will receive a letter inviting them to a meeting with the Attendance Lead (Mrs Rea) and the Principal in order to draw up a plan to improve attendance. The plan will be signed by all parties.

Stage 6:

Families will be invited to a meeting with the Education Welfare Officer to discuss why the agreed plan has not worked and what actions can now be taken to improve attendance.

Punctuality

Every Day Counts... be on time!



Important information about punctuality at WFA

L Codes (Late after the gate has closed)

157

During Term 1 (6th September – 20th October) 157 late codes were recorded. This means children arrived after the gate had closed on 157 occasions.

U Codes (Late after the register has closed)

29

During Term 1 (6th September – 20th October) 29 U codes were recorded. This means children arrived after the register had closed on 29 occasions. For these sessions the children would have been marked as **unauthorised** for the morning session as they arrived to school so late.

Home Visits

7

We had to carry out 7 home visits in Term 1. This was because learners were unable to attend school but we received no information from families letting us know why. It is part of our Safeguarding duty to ensure all children are safe. Please help us by phoning school or emailing the attendance email if your child is unable to attend school for any reason.

Why is punctuality so important? Learners tell us they don't like to be late.

I feel embarrassed

I don't get to talk to my friends

I don't know what everyone else is doing

I feel like everyone is looking at me

Sometimes I don't have time to finish my morning learning



STUDENTS ARE...

READY

Good punctuality means...

Your child is ready to learn at the start of the day and at the start of all lessons.

Every school day counts
But every minute is equally as important.

We recognise that on occasions there may be a genuine reason for lateness ...

If your child is going to be late:

- ✓ Inform the Academy beforehand
- ✓ Give an explanation and or/provide medical evidence
- ✓ If there is a reason for persistent lateness discuss this with the Academy

Did you know?

Being 15 minutes late each day is the same as missing 2 weeks of school!



Arriving at School

- Gates open at **08:35**.
- Garden room doors open at **08:45** and children enter their learning zones to start morning learning.
- The main gate closes at **08:50**. Any children arriving after this time will need to register at the Welcome Zone and will be marked as late. (L)
- If your child arrives late after the register has closed, they will be marked as late (U), which counts as an unauthorised absence.

My child is ill / injured

Is your child too ill to attend school?

- Your child can still attend school if they are suffering from a cold or if they have hurt themselves e.g. due to a sports injury.
- If you feel your child needs to rest an injury, please let us know so we can make adjustments for them in school. It is important that they do not miss out on learning due to this.
- **Did you know we have specially trained staff in school who are able to administer medicines?** This means that if your child is needing to take a course of medicine or requires Calpol for mild symptoms such as a headache or earache, they will not miss out on their learning. Please bring any medication to the Welcome Zone and ensure that it is clearly labelled, with your child's name, their class and the frequency of doses required. You will be asked to complete a form to authorise the administering of these medicines.

Broken bones / fractures

- Children can still attend school if they have had an accident resulting in a broken bone. Please make sure you visit the Welcome Zone on the first day of attending with such an injury so we can ensure all staff are aware and a risk assessment can be put in place.

My child is too ill to attend school

If your child is too ill to attend school, parents / carers should phone the Welcome Zone **BEFORE 09:00** on the first day of absence.

If your child is ill for more than one day, **you will need to call on each morning of the absence BEFORE 09:00**, unless otherwise agreed by the school.

To report an absence, please call the school office on **0117 370 9860**.

Please explain clearly the symptoms your child has, when the symptoms started, and when you expect them to be well enough to return to school.

By law, schools must record all pupil absences, whether the absence is authorised or unauthorised.

Medical / Dental Appointments

Please try to avoid medical and dental appointments in school time. If this is unavoidable, arrange appointments so that the minimum school time is lost.

Unless it is an emergency appointment, parents/carers are expected to let the academy know about the appointment in advance. You should also provide evidence of the appointment, such as an appointment letter or card. Your child should still attend school for as much of the school day as possible.

Holidays / Term Time Absence

Wallscourt Farm Academy does not authorise absence unless in exceptional circumstances.

We think it's important to reinforce that every day matters. Any absence from school does have an impact on your child as it causes interruptions in the sequence of learning which in turn impacts on each learner's progress.

The law requires regular attendance at school and unauthorised absence may result in a Penalty Notice which is a fine of £60 if paid within the first 21 days and £120 if paid within 28 days. Penalty notices are issued per parent per child. If the fine is not paid within 28 days parents could be prosecuted.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution and may not be issued if prosecution is considered to be a more appropriate response to a pupil's unauthorised absence.

Prosecution under s444(1) of the Education Act could lead to fines up to £1000 (per parent, per child).

Whilst we have not previously requested penalty notices from South Gloucestershire; these are now being issued.

Term	First Day of Term	Last Day of Term	Inset Dates
2	Monday 1 st November	Friday 17 th December	
3	Wednesday 5 th January 2022	Friday 18 th February	Tuesday 4 th January 2022
4	Monday 28 th February	Friday 8 th April	Wednesday 16 th March
5	Monday 25 th April	Friday 27 th May	
6	Monday 6 th June	Thursday 21 st July	Friday 8 th July

New Attendance Email

For any matters relating to attendance, other than phoning school to inform us that your child is ill, please contact us on our new dedicated email address:

attendance@wfa.clf.uk

Requesting Absence from School

REQUESTS FOR ABSENCE SHOULD BE SUBMITTED AS SOON AS IT IS ANTICIPATED; WHEREVER POSSIBLE, AT LEAST 4 WEEKS BEFORE THE ABSENCE.

Should you need to request absence from school for your child, you will need to email the attendance team attendance@wfa.clf.uk. Please ensure you give the following details clearly.

- Name of child
- Class
- Date(s) of absence
- Reason for absence
- Returning to school on

If seeking permission for exceptional circumstances leave of absence, families should complete a Leave of Absence Request form. These are available as a paper copy from the Welcome Zone or can be emailed to you. The request should be submitted as soon as it is anticipated and wherever possible, at least four weeks before the absence. Leave of absence cannot be approved retrospectively.

We will consider each application individually, considering the specific facts and circumstances. You may be required to provide us with additional evidence in order to support the request. Our expectation is that term time holidays should not be planned or booked as a matter of course, as they are likely to be unauthorised.

Where a leave of absence is granted, we will determine the number of days that learners can be away from school. A leave of absence is granted entirely at our discretion.

Happy to Help!

Please do remember that we are here to help in any way we can. If you have any concerns about your child and their attendance that you wish to discuss with the school, please contact a member of the attendance team on 0117 370 9860 or email attendance@wfa.clf.uk



Helen Rea
Attendance Lead



Esme Whitlock
Attendance Officer



We hope that we can work together to ensure that all learners at Wallscourt Farm Academy achieve excellent attendance so they can excel at school.