

ATTENDANCE



Every Day Counts... be on time!

Important information about changes to the start of the day

New Gate Opening Time - Mornings

Our school day starts at **08:45** and teaching teams have morning learning and small group activities prepared and ready for learners to start at this time.

From Term 4 we are making a change to the gate opening times. The gate will open at 08:30 and close at 8:45 exactly. This will allow a 15-minute window for families to make their way to the garden rooms. Garden room doors will be opened at 08:45. Any child who arrives at school after 08:45 will need to register at the Welcome Zone, where they will be marked as L (late before the register closes).

W/C 28th February (Term 4)

08:30 Gate opens

08:45 Gate closes & Garden Room doors open

Walking Bus



Some families in our community have found themselves in a tricky situation recently as the adults in their household have tested positive for Covid-19 but the children have tested negative. As a result, they are unable to bring their child(ren) to school.

We know that the best place for children is to be in school and learning.

To support families we have been running a walking bus. Staffing and location dependent, we will collect children and bring them to school. Please phone the Welcome Zone if you find yourself in a similar situation and require any support. (Tel: **0117 370 9860**)

Term Dates 2021/22

Term	First Day of Term	Last Day of Term	Inset Dates
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

Term Dates 2022/23

Term	First Day of Term	Last Day of Term	Inset Dates
1	Thursday 1 st September 2022	Friday 21 st October 2022	TBC
2	Monday 31 st October 2022	Friday 16 th December 2022	TBC
3	Tuesday 3 rd January 2023	Friday 10 th February 2023	TBC
4	Monday 20 th February 2023	Friday 31 st March 2023	TBC
5	Monday 17 th April 2023	Friday 26 th May 2023	TBC
6	Monday 5 th June 2023	Friday 21 st July 2023	TBC

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.

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.

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 THE ABSENCE IS ANTICIPATED, WHEREVER POSSIBLE, AT LEAST 4 WEEKS IN ADVANCE.

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

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 Administrator



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.