



# WOODHALL SCHOOL



[www.woodhall.herts.sch.uk](http://www.woodhall.herts.sch.uk)

Woodhall Lane, South Oxhey, Watford, Hertfordshire, WD19-6QX.

Telephone: 0208 428 3447

Email: [admin@woodhall.herts.sch.uk](mailto:admin@woodhall.herts.sch.uk)

Tuesday 4<sup>th</sup> September 2018

Dear Parents/Carers,

## **WOODHALL ATTENDANCE PROCEDURES**

We have recently reviewed attendance procedures at Woodhall to ensure that everyone is clear about the way in which we respond to the various elements that 'attendance' includes. Please take time to read through this letter. If you are unsure about anything or have further questions, please don't hesitate to come in and ask. It is vital that we all work together to improve pupils' attendance at Woodhall.

We have a large number of pupils whose school attendance is excellent. Children's attendance should be **AT LEAST 97%** over the year. Good attendance ensures that your child will achieve maximum progress and attainment.

If you are having problems around your child's attendance, please make an appointment to see the class teacher. Together we can talk about strategies that can be put into place to help. This might be a classroom strategy, or a little extra social/emotional support with one of our highly experienced members of staff. **We are here to help!**

### **PUPIL ABSENCE**

If your child is going to be absent from school, please **notify the school office** or class teacher in person, by telephone or letter. Absence is marked as 'authorised' or 'unauthorised' *at the Headteacher's discretion*.

If you do not notify the school that your child will be absent, this will always be recorded as **unauthorised**. You will receive a text from the school office asking you to ring the school as a matter of urgency.

Should your child be absent from school for a second day without notification, we will phone you. If we receive no answer, an email will be sent. We are responsible for safeguarding our children and we take this responsibility extremely seriously. ***If we do not hear from you, we may need to take further action.***

Parents/carers of children who are absent from school for one or two days on multiple occasions over a half-term will be asked to come into school for a meeting with the Head or a member of the School Leadership Team to discuss reasons behind the absences and how we can work together to improve your child's attendance.

*If your child is absent for 10 days over one half-term (either over 2 consecutive weeks or as 10 random days), we have a duty to inform the Local Education Authority.*

We review pupils' attendance at a fortnightly meeting. Where a pupil's attendance has fallen to 96.9% attendance or below, parents/carers will be notified of this by email. Should three such emails be sent,

parents will be asked to attend a meeting with the Headteacher or a member of the School Leadership Team to discuss this.

When a pupil's attendance is 90% or below, they are classed as a 'persistent absentee'. **Please remember that if your child's attendance continues to be low and you do not access support through the school, you may be contacted by a Hertfordshire Attendance Officer.** This is because your child is not accessing the education that every child is entitled to.

Amendments to the Education Regulations 2006 remove all reference to family holiday and extended leave. **Therefore term time holidays will not be authorised.** Parents/carers may complete an application form for leave of absence for an *exceptional* circumstance. ***The Headteacher/Senior Leadership Team will decide what is deemed as an exceptional circumstance, whether the application will be granted, and the number of days that will be granted.***

### **LATE ARRIVAL AT SCHOOL**

School starts at **8.50am**. Pupils arriving after 8.50am will be marked as 'late' in the register.

**If you arrive at school between 8.50-9am, please walk your child round to their classroom** (as the register will still be with the teacher) If you arrive *after 9am*, please report to the school office and sign the late register.

If a pupil is late for school on multiple occasions over a two-week period, parents/carers will be sent an email by the school office. Should you receive three such emails, parents/carers will be asked to come and meet with the Headteacher or a member of the School Leadership Team to discuss why this is happening and how we can support you to get your child into school on time.

*If your child continues to arrive late for school, we have a duty to inform the Local Education Authority.*

### **REWARDS/INCENTIVES**

We have many pupils at Woodhall whose attendance is excellent, and we put a huge focus on celebrating this. We hold a weekly attendance assembly. During this time the children are given an opportunity to discuss and understand why good attendance is crucial to their learning and progress. Each week, the class with the highest collective attendance win 10 minutes of extra playtime. Weekly class attendance figures are displayed in the main hall and on our school website, with a regular comment in the school newsletter.

Children achieving 97% or above over a half-term receive a special certificate. If children achieve 97% or above over an entire term, they are invited to a special attendance celebration. The nature of this (e.g. ice cream party, disco) is decided in consultation with pupils at the beginning of each term.

### **LATE COLLECTION FROM SCHOOL**

School finishes at **3.30pm** from Monday-Thursday, and **2pm** on Fridays. If you are running late to pick your child up, please notify the school office (messages will be picked up) The class teacher will be told, and your child will be taken to the school office at the end of the day.

If a child is not collected and the school office has not been notified, we will contact you by phone. *If we are unable to get hold of you, we will use your emergency contact number.* If we are still unable to make contact, and the child has not been collected after 45 minutes, one of our school safeguarding leads will make a decision regarding next steps.

When a child is collected late from school, a 'late collection' log will be completed. This will be monitored regularly by school safeguarding leads.

**WALKING TO/FROM SCHOOL ALONE**

This is for pupils in Year 5 or Year 6 only. If parents/carers give permission for their child to travel to and from school independently, they will be asked to complete a permission form. Parents/carers are expected to notify the school immediately if they need to change this arrangement.

Thank you for taking the time to read through this important letter. You may wish to refer to our joint South Oxhey Schools Attendance Policy, which is available to view on our website (you may request a paper copy from the school office)

Please sign and return the form below as soon as possible.

Yours sincerely,

Miss M.Lake

Headteacher



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Name of child/children: \_\_\_\_\_

Year (please circle): Reception 1 2 3 4 5 6

Name of parents/carers: \_\_\_\_\_

**I/we have read and understand the revised attendance procedures (September 2018) for pupils at Woodhall School.**

**I/we would like an appointment to further discuss the revised attendance procedures.**

Signed: \_\_\_\_\_

