ATTENDANCE

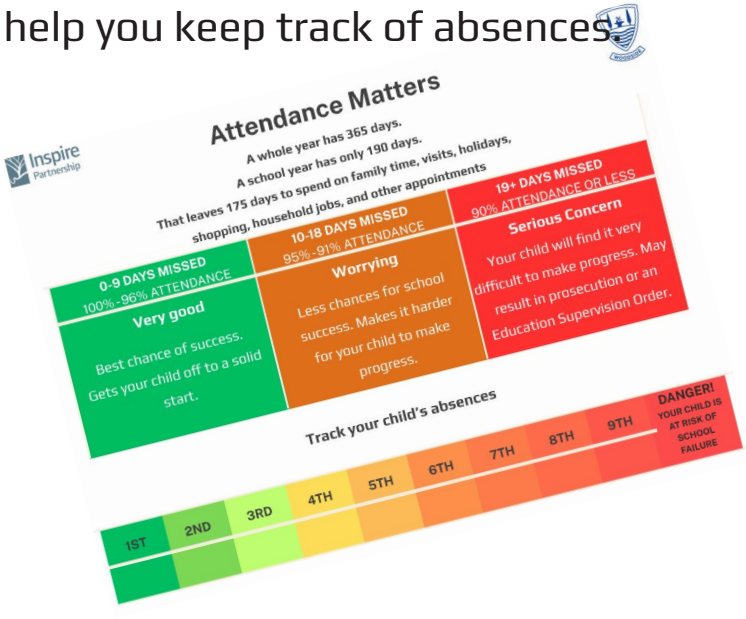
At Woodside, we place a high value on regular attendance and punctuality, as they are crucial for your child's academic success and overall development.

In line with our commitment to these principles, we are implementing the updated attendance reporting guidelines mandated by the Department for Education (DfE). These guidelines, which aim to ensure consistent attendance and address unauthorised absences more stringently across the country, will take effect on 19th August 2024.

Good attendance extends beyond merely being present at school; it also encompasses punctuality. It is essential that your child arrives on time and remains in school throughout the day.

As parents, you play a vital role in supporting these expectations. Please ensure that your child is ready and at school promptly each morning and that any appointments or commitments outside of school hours are minimised to avoid disruptions to their learning.

We appreciate your cooperation in helping us uphold these standards and in fostering a positive learning environment for all pupils. We have enclosed a fridge magnet to help you keep track of absences.



ATTENDANCE EXPECTATIONS

Reporting Absences

If you think your child is ill, you must phone the school office straight away (020 8654 5333). You can also email us on admin@inspirewoodside.co.uk. Please tell us what's wrong, unwell is not enough information.

If you're unsure whether they are well enough for school please send them in and we can make that decision for you. Children can come to school with a blocked nose/minor cough or a cold, If they are really not well we'll phone you to come and pick them up.

Simply notifying the school of your child's absence does not guarantee authorisation as the headteacher retains the discretion to authorise absences based on the evidence provided. It is essential to supply evidence, especially when requested to support the reason for your child's absence other wise they could be marked as unauthoirsed.

No contact could mean unauthorised - which can lead to Fixed Penalty Notices or working with the Local Authority/Parental Contract/Supervision Order

Pharmacists in England can now conduct consultations and prescribe antibiotics for certain conditions, making healthcare more accessible and convenient. If your child is dealing with:

- sore throat
- earache
- sinusitis
- impetigo
- shingles
- infected insect bites



All you have to do is walk straight in the chemist, no need for a GP appointment.



Medical/Dental Appointments

All medical and dental appointments must be evidenced with appropriate documentation. You can send the evidence in by email by taking a screenshot of the reminder or photo of the letter or bringing in to the school office. Pupils are expected to attend school for part of the day, either before or after the appointment.



Punctuality

The importance of punctuality for your child's education and overall school experience is valuable. Classroom doors open at 8:45 am, and students arriving after 8:50am will be marked as late. It is crucial to note that the registers officially close at 9:20am, and any arrival after this time will result in a 'U code', signifying an unauthorised absence. This not only affects your child's attendance record but also contributes towards Fixed Penalty Notices (FPNs). Ensuring your child arrives on time helps them start the day smoothly and maximise their learning opportunities.



Term Time Holidays

Holidays during term time are not authorised. The criteria for authorising absences have become stricter. The DfE has enforced heavier penalties for unauthorised term-time holidays. These changes are designed to minimise disruptions to your child's education and to promote regular attendance. Your support is vital in helping us provide a consistent and uninterrupted learning experience for all students.

Remember - if your child is not in school for <u>any reason</u> it will affect the overall attendance.

Fixed Penalty Notices

Penalty Notice Changes

We wanted to advise you of the introduction of the new national framework for penalty notices, the following will come into force for absences including unauthorised/irregular attendance that start after 19th August 2024. These changes are nationwide and across borders if you move school or house.

Term time leave is only authorised in **exceptional** circumstances, which **must** be communicated in advance with **evidence provided**, as soon as possible to the headteacher.

First Occasion

The first time a penalty notice is issued for unauthorised term time absence or **irregular attendance** the amount will be £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second Occasion

Within 3 years of the first occasion. The second time a penalty notice is issued for unauthorised term time absence or irregular attendance the amount will be £160 per parent, per child paid within 28 days. No reduction for early payment.

Third Occasion Onwards

Within 3 years of the first occasion, if its a third occasion for unauthorised term time absence or irregular attendance a penalty notice will not be issued, and the case may be presented straight to the magistrates' court. Fines can be around £2500 per parent, per child.

Cases found to be guilty in magistrates' court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education'.