

11th September 2024

Dear parents/carers,

RE: Attendance and punctuality reminders

At Woodlands Academy, we aspire to high standards of attendance from all pupils. We use attendance data to identify patterns of attendance and punctuality (time keeping) at an early stage so we can work in partnership with families to improve matters as soon as possible. This is essential for pupils to get the most out of their school experience, including their attainment, progress and wellbeing.

As explained in the end of year reports, unfortunately, attendance data could not be accessed at the end of the term. We said that this would be shared with you in September so your child will be given a note with their end of year attendance figure next week.

We are continuing to prioritise attendance by celebrating and recognising good attendance. We do this several ways:

- A **weekly assembly** at the beginning of each week where we share average class attendance results for the previous week.
- Randomly selecting children with 100% attendance to join **golden games** at lunchtime by spinning the attendance wheel. Those who are selected can then choose a friend who also had 100% attendance to join them for some fun indoor games at lunchtime.
- Sharing attendance news with you in the **Woodlands Bulletin**.
- **Certificates at the end of each half term**
- **A chance to attend Gold Day-** if your child achieves the target of 96.5% for the year.

Attendance and punctuality will be tracked closely by the school and we are required to discuss this tracking with the Local Authority regularly. **When a child's attendance falls below 90% they are considered a 'Persistent Absentee'**. This is a significant amount of learning to miss and reminder letters will be sent to parents. If there is no improvement following the letters, the Local Authority may become involved to support the family. **When a child's attendance falls below 50% they are considered a 'Severe Absentee'**. The Local Authority will be involved at this stage and additional referrals may be made. Letters will also be sent home if a pattern of lateness becomes evident.

If your child is not attending school for a reason other than illness, a 'Leave of absence' form should be completed at the school office. Please note term time absences will not be authorised, except in exceptional circumstances. **NEW GUIDANCE:** From August 2024, the national rules state that all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons. The fine for school absences across the country will be **£80 if paid within 21 days, or £160 if paid within 28 days.**

Parents play a crucial role in improving attendance, as you are the ones to encourage good lifelong habits such as being organised and following routines. These are essential skills for life beyond school so we would like to thank you for your continued support with this. We want children to value their learning, so coming to school everyday is a vital step. We have set ourselves an aspirational target of 96.5% attendance. Additional information is available in our [School Attendance Policy](#).

Thank you for your continued support,

Yours Sincerely,

Ms C Hasker
Headteacher

Ms Moxom
Assistant Headteacher