



Primary Attendance Information for Parents

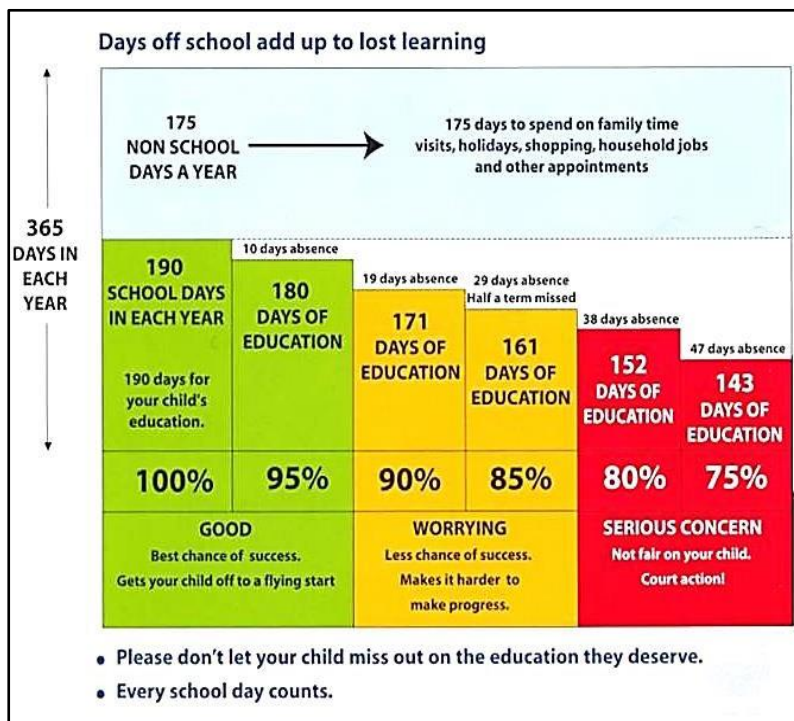




Table of Contents

Why Attendance Matters 1

Attendance Monitoring Process 2

Reporting Absence..... 3

Lates and Medical Appointments 4

How Medical Absence Affects Attendance Rewards 5



Why does Attendance matter?



There is a clear link between poor attendance at school and lower academic achievement, in a nutshell – how can our children learn if they are not here?

- A child who is absent a day of school per week misses an equivalent of two years of their school life
- Poor examination results limit young people's options and poor attendance suggests to colleges and employers that these students are unreliable
- Poor school attendance is also closely associated with crime - a quarter of school age offenders have truanted repeatedly

What we are doing?

At Whittingham Primary Academy, we are working hard to identify early concerns and issues which may be affecting your child's attendance.

- We continuously promote the importance of good attendance throughout the school
- We have robust monitoring processes in place
- We ensure extensive support is offered to those who experience difficulties with punctuality and/or attendance
- We issue termly attendance updates for parents/carers.



| Code | Attendance % | What does this mean? | Action |
|---|--------------|--|--|
| Blue | 100 | Your child has excellent attendance | <ul style="list-style-type: none"> - Monitored by Admin & EWO - Half-termly certificate for outstanding attendance and punctuality are awarded - Children who achieve 100% attendance and punctuality for the entire term receive a special certificate in recognition of their efforts |
| Green | 97-99 | Your child has good attendance | <ul style="list-style-type: none"> - Monitored by Admin & EWO |
| If your child's attendance drops below 97%, you will receive a letter to notify you that we will be monitoring your child's attendance. | | | |
| Amber | 90-96 | <ul style="list-style-type: none"> - Your child's attendance is a concern - This is the equivalent of between ½ a day to 1 day absent per fortnight | <ul style="list-style-type: none"> - Attendance Monitoring Letter is sent to parents/carers (reflective of what their child's attendance is). - When a child's attendance falls below 92% parents are informed of their child's average. - Fixed Penalty Notice where appropriate. - Referral to the Governors Attendance Panel (where there has been insufficient improvement). |
| If your child's attendance fails to improve you will be required to attend fortnightly meetings and your child will be placed on an attendance support plan. Your case may be passed onto Barking and Dagenham Education and Welfare Service who will then take further action to bring about a prosecution for non-school attendance/unsatisfactory school attendance. | | | |
| Red | Below 90 | <ul style="list-style-type: none"> - Your child's attendance is a serious concern - Your child is classed as a 'Persistent Absentee' - This is the equivalent of more than ½ a day absent per week | <ul style="list-style-type: none"> - Parents will be sent Medical Evidence only letter - Meeting with the EWO, Admin and/or Principal - Attendance Support Plan set up in school - Fixed Penalty Notice (where appropriate) - Court Action (where appropriate) - CAF (where appropriate) - Referral to the Governors attendance panel |



Reporting Absence

You must notify the school by 8.15am by email/phone message if your child is unable to attend or by 8.50 in person to the school office. The school should be updated on each and every day of absence.

Important: Parents/Carers wishing to report absences over the phone must do so by choosing Option 1, as outlined below. Please do not call the number between 8am and 10am unless your call is of an urgent nature.

Examples of an urgent nature are:

- Parents/carers worried about their child's welfare i.e. if they arrived to school
- Any Child Protection issue

| | |
|-------|---|
| Phone | To report absences by telephone, call the Pupil Absence Line on 0208 523 3228 and select Option 1 – you must clearly state your child's name, class and reason for absence. This line is not manned , you do not need to speak to a member of staff to report an absence. |
| Email | Absence related emails should be sent to the relevant inbox (this includes appointment details/documents) office@whittinghamprimaryacademy.org.uk |

On return to school you will need to provide **a signed letter or complete a Return to School form**. These will be orange, yellow or green, dependent on your child's current attendance percentage. Please be reminded that absences of more than 2 days require medical evidence such as a copy of prescription and/or an appointment card. Pupils with attendance of 90% and below will require medical evidence to authorise any illness related absence.



Lates Procedure

Primary pupils should arrive to school for a 8.50am start. Arriving between 8.51am and 9.29am will result in a late mark. Arriving after 9.30am will be recorded as Late After Register Closes, this mark is equivalent to an absence.



Medical Appointments

As per our Attendance & Punctuality policy, we ask that medical appointments are made outside of school hours where possible; where this is not possible, the school require at least 2 days' notice for all medical appointments excluding emergency appointments. You must inform the school of any emergency appointments in the first instance.



How Medical Absence Affects Attendance Rewards

All absences, whether authorised or not will affect a child's overall attendance percentage.

If your child is absent from school due to a medical appointment, they will not achieve 100% attendance for that week, impacting on overall class attendance.

The only children who are exempt from this, are those who have lifelong/long- term medical conditions* which requires them to attend hospital appointments. In order to receive an attendance reward, the following criteria must be met:

- A pupil has a lifelong/long-term* medical condition which requires them to attend hospital appointments
- A pupil has hospital appointments that they need to attend and there is no flexibility as to the time and date of these hospital appointments
- A pupil has medical evidence that they have hospital appointments they need to attend and a copy of the evidence is given to school in advance of the appointment
- A pupil attends school before and after the hospital appointment where possible (at the discretion and judgement of the Admin Officer and/or Principal)
- The hospital appointment is pre-planned and scheduled in advance. It is part of the on-going treatment/monitoring of the medical condition
- Emergency hospital appointments in response to an unexpected issue that has arisen do not count in this exception to the issuing of rewards*A medical condition that will require more than one academic year of treatment
- Please note: GP appointments will not be taken into consideration

Attendance Monitoring Letter



Date:

Dear,

Name of child:

Attendance percentage:

Government target: 96%

I am writing to you, to raise my concern regarding **Name's** current level of attendance. I understand that the occasional absence due to sickness may sometimes be unavoidable, however as I am sure you are aware, attendance is a very important factor in making sure your child reaches their full potential.

Our aim is to support you and to help you improve **Name's** attendance here at Whittingham Primary Academy. If there is anything we can do that you think would help, for example, a referral to the school Nurse please let me know.

Name's attendance is now being monitored. If **Name's** attendance falls lower than 90%, they will be classed as a **Persistent Absentee**, and I will be writing to you again to invite you in for a meeting.

I would appreciate your support in this matter, but in the meantime, if you would like to discuss this further, please feel free to contact the school office on 020 8523 3228.

Yours sincerely,

Whittingham Primary Academy

Whittingham Primary Academy

340 Higham Hill Road

Walthamstow

E17 5QX

Headteacher: Courtney Thompson

Whittingham Primary Academy is part of United Learning. United Learning comprises: UCST (Registered in England No. 2780748, Charity No. 1016538) and ULT (Registered in England No. 4439859, An Exempt Charity). Companies

t: 020 8523 3228



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Medical Evidence Only Letter for Persistent Absentees (Less than 90%)



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Date:

Name of child:

DOB:

Current attendance:

Dear,

Whittingham Primary Academy is working alongside Synergy Education and Welfare Service to help improve attendance and punctuality.

As part of our attendance procedure, we look at punctuality and all absences whether authorised or unauthorised. **Name** has been identified as having a considerable amount of absence and has an attendance level of just

As **Name** attendance is very poor, **Name** is now considered to be a persistent absentee, therefore any future absences will no longer be authorised without medical evidence. Medical evidence can be in the form of medical appointment letters/texts, appointment cards, prescriptions, or prescription medication packaging. The evidence must correspond with the dates of absence.

We will continue to monitor **Name** attendance and hope to see an improvement. If you would like to discuss the content of this letter or your child's attendance, please do not hesitate to contact the school.

Yours sincerely,

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Pattern of Absence Letter



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Date:

Dear Name,
Name of child:
DOB:

Pattern of Absence

Whittingham Primary Academy is working alongside Synergy Education and Welfare Service to help improve attendance and punctuality. As part of our attendance procedure, we look at punctuality and all absences whether authorised or unauthorised.

Your child has been identified as having a pattern of absence on

If there is a legitimate reason as to why your child is unable to attend school regularly and/or punctually on specific days, then please provide the school with written evidence from a professional.

If absence persists, without evidence, the absences may be unauthorised. Unauthorised absence can result in a referral to the Education Welfare Officer from Synergy Education and Welfare Service.

We will continue to monitor your child's attendance and hope to see an improvement.

Yours sincerely,

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Family Holiday – Not Agreed Letter



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Date:

Dear [name],

Name of child:

DOB:

Attendance percentage:

Dear Name of Parent/carer,

I am writing to inform you your child (**Name of Child**) has accumulated **xx** sessions of unauthorised absence between **<Date> to <Date>**. These absences are because of unauthorised term time leave.

We are aware that your child was away due to **<state reason> (request for leave/abroad ring tone etc)**. **PLEASE STATE HOW YOU KNOW AND THE DESTINATION– FOR EXAMPLE, PARENT COMPLETED THE HOLIDAY APPLICATION FORM, PARENT SENT AN EMAIL, UNCLE INFORMED SCHOOL ETC**

Our attendance policy states, leave during term time is not permitted by the school unless there are exceptional circumstances. As the circumstances for absence have not been considered as exceptional by the Head Teacher, the absences will remain unauthorised.

A referral will be made to our Education Welfare Officer from Synergy Education Welfare Service, who may send a Penalty Notice referral to the Local Authority, in relation to the period of unauthorised absence.

Penalty Notices (S.444A/ZA Education Act 1996) are used as a deterrent to prevent a pattern of unauthorised absence from school developing. They are issued by post to a pupil's home, where a pupil has been absent from school without acceptable cause. Unreasonable absence from school includes holidays and travelling away from home during term time.

A Penalty Notice may result in the parents/carers of pupils, being subject to an immediate maximum fine of £120 per parent per child.

If you have any questions about the content of this letter or why the absence has been unauthorised, please contact the school

Yours sincerely,

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PUNCTUALITY CONCERN LETTER



Whittingham Primary Academy

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Date:

Dear,

Name of child:

Punctuality Concern

Whittingham Primary Academy is working alongside Synergy Education and Welfare Service to help improve attendance and punctuality.

Your child has been late on .. occasions.

Please see below a reminder of the school registration times:

| | |
|-----------------------------|------------------------|
| Gates Open | 8:45am |
| Morning registration | 8:50am – 8.55am |

The start of the day is crucial as this is the time learning objectives are set out for the day. If this time is missed, children are sometimes unclear about what is expected of them, teachers are often unable to stop teaching to go over the work that has already been explained. It is vital for children and young people to establish good routines to prepare them for life beyond school. Being on time is a valuable life skill that is beneficial for them to develop whilst they are young. Therefore, it is essential that you ensure your child arrives at school on time, every day, to prevent disruption to learning.

If there is a legitimate reason as to why your child is unable to attend school regularly and/or punctually on specific days, then please provide the school with written evidence from a medical professional.

We will continue to monitor your child's punctuality and hope to see an improvement.

Yours sincerely,

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