

## I thought 90% attendance was quite good!

Actually, it really is not very good. 90% attendance means your child is missing half a day a week. Over 1 year that would mean missing 4 full weeks of school and over their 5 years at Wood Green it would mean they were missing half a school year.

*No employer would accept 90% attendance and we don't think it is good enough for students either.*

As evidence shows the negative impact poor attendance has on achievement, we are setting a minimum target for attendance for all students:

# 95%

**To achieve at least 95%, your child should not miss more than 9 days in a year.**

### Holidays during term time

As of September 2013, the Department for Education has changed the regulations about term time holidays. Parents no longer have the opportunity to request up to two weeks' holiday during term time. Requests for holidays during term time will no longer be authorised. If a child is absent during term time for a holiday, a penalty notice warning may be issued. If another is taken during the same year, a penalty notice may be issued by the County Attendance Team. This is a national policy which we must follow.

The Headteacher can receive requests for exceptional reasons for absence of one or two days, but these will only be authorised if the child's attendance is over 95%.

### What counts as authorised and unauthorised absence?

The only reason why a child should be off school is because they are really very unwell and unable to get through the day. We would encourage parents to send their child into school, even if they are feeling a little bit unwell because of the obvious educational benefits. The exception would be if you have been advised by a doctor to keep your child off school. The following examples are **not** acceptable reasons to be off school:

- The birthday of a child or a family member
- Being tired after travelling back from a weekend away or after not sleeping well the night before
- Going to a concert or sporting event
- Moving house or having to look after pets
- Helping out at events or parties
- Christmas shopping

Representation at activities at County level and above will be considered on an individual basis. Trips, work experience and sporting events run by the school count as the student being present at school. If your child's attendance is below 90% we will use our understanding of your child's condition and prior attendance records alongside the available evidence from parents and doctors to decide whether we will continue to authorise absence for illness. You may be required to attend a meeting at school to discuss ways to improve your child's attendance. If we have no firm medical evidence that there is a reason why your child is absent from school, the absence will no longer be authorised. This may trigger a penalty notice.

**Please call 01993 702355 to inform school if your child is unwell**



Wood Green School,  
Woodstock Road, Witney,  
Oxon, OX28 1DX

Email: [office@wgsnitney.org.uk](mailto:office@wgsnitney.org.uk)  
Headteacher: Mr R Shadbolt

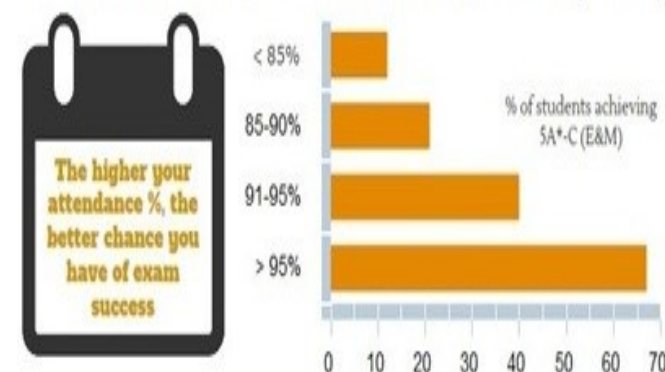
<http://www.wgsnitney.org.uk>

# Attendance for Achievement Policy



## Information for Parents

### Attendance = Achievement @ 5A\*-C (E&M)



**Do you know the impact attendance has on your child's achievement?**

## Good attendance is crucial to academic success

There is a clear link between good attendance at school and achievement in exams.

The average attendance of Year 11 students at Wood Green School in 2014-15 who achieved 5 A\*-Cs incl. English and Maths was 96.64%. The average attendance of Year 11 students who did not achieve 5 A\*-C, incl. English and Maths was 92.64%. Out of the 90 Year 11 students who achieved 5 A\*-Cs incl. English and Maths, 72 had attendance over 95%. The average attendance for the academic year of the 93 Year 11 students who achieved a C or above in English and Maths was 96.31%. The average attendance of those who did not get both qualifications was 92.85%.

With this evidence in mind, we have had a detailed look at our Attendance policy. The main changes are outlined in this leaflet. Our aim is to ensure that students attend regularly as we know from local and national data that good attendance goes a long way to guaranteeing success in exams and therefore improving life chances.

## What does this mean for me and my child?

We have an Attendance for Achievement Policy, the full details of which are on our website. Here is a summary of the key points:

### What if my child's attendance drops below 95%?

We will review attendance at the end of the first term and all subsequent terms and if necessary we will contact you to explain that we are concerned that your child's current attendance level is likely to have an impact on their achievement.

### What if my child's attendance is below 90%?

We will contact you explaining that we will need to see attendance rise above 90% by the next review. If attendance does not rise above 90% during the review period, you will be invited into school to attend a meeting where a Parenting Contract will be drawn up with targets set for attendance to improve over an agreed period of time.

### What if my child's attendance does not improve in the agreed period of time?

You will be invited to another meeting where a representative from the Witney Hub and a County Attendance Team (CAT) Officer may also attend. This meeting will decide what are the best next steps to take to ensure your child attends school regularly in order for them to be successful in their education.

### Will I get fined for my child's poor attendance?

We want to work with parents to ensure that their child is in school so they have the best chance of achieving their full potential. It would only be after we have exhausted all possible means of support that we may have to involve the County Attendance Team (CAT) in issuing penalty notices for poor attendance.

If a student has a long period of absence because of illness, we would stop authorising the absence after a month, unless we receive a consultant's letter explaining why the child is too unwell to attend school. Once we have this letter, we can access support from the hospital school.

If a student has over 10% or more unauthorised absences across the school year for whatever reason, we may ask County to issue a penalty notice warning. There must be sustained and significant improvement in attendance after the warning has been issued. If attendance does improve, the penalty notice will not be issued. However, if it drops again at a later date the warning could be re-issued.

### What if my child has medical/dental appointments during the school day?

Where possible, try and arrange these out of school hours. If this is not possible, try and arrange them first thing in the morning or after 2.15pm. Evidence of the appointment must be shown when the student signs in or out. Except in exceptional circumstances, we will only ever authorise half a day for a medical or dental appointment. We will not normally send a child home who says they feel unwell. The exception would be if we were generally concerned for their well-being. Under no circumstances should a child phone home during the school day to ask a parent to collect them because they feel unwell.