

Parent Friendly Attendance Policy



WOODFIELD
ACADEMY

Introduction

Inclusive Attendance

Woodfield Academy is an Inclusive Attendance school dedicated to child-centred actions and establishing a collective responsibility for attendance.

Staff Development:

We follow the Inclusive Attendance Professional Development programme with all staff deepening their understanding of attendance support through accessing six bespoke Learning Modules.

Continuous Improvement

Our Annual Inclusive Attendance 7-Month Development Programme keeps us at the forefront of educational change and ensures we regularly reflect on our approach and support for all children and families.

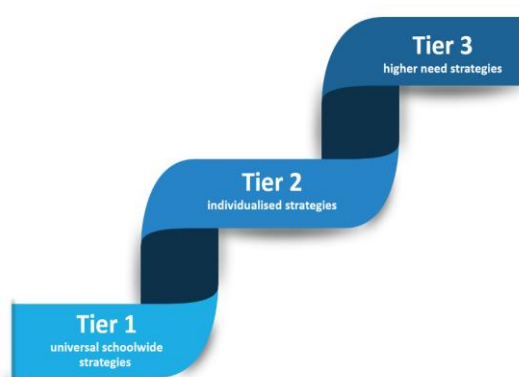
Multi-Tiered System of Support

Our Multi-Tiered System of Support ensures comprehensive attendance intervention for all children. The system comprises three Tiers:

Tier 1: Provides a **universal** schoolwide offering to all children.

Tier 2: Involves **individualised** early internal support and intervention.

Tier 3: Higher levels of support for children, young people, and families who require access to external agency support (**higher need strategies**).



The system incorporates staff, children, parents, and external agencies. The process is completely aligned with Department for Education (DfE) guidelines.

Recognition-Based Approach

Our approach promotes recognition of personal and collective achievements.

This approach fosters positive environments and develops intrinsic motivation.

Further details on our bespoke recognition-based system are available within the Attendance Policy.

Importance of School Attendance

School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and prospects, making it an indispensable aspect of any educational system.

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Additional Policies

Our Attendance and Punctuality policy is linked with the following policies:

- Behaviour
- Teaching and Learning
- Safeguarding
- Mental Health
- SEND
- Pupil Premium

Effective Interventions and Signposting

We run a wide variety of interventions to support pupils to feel confident and positive about their school experience.

Internal Support

- Nurture Group
- Forest Schools
- Breakfast Club
- Trauma Informed Practitioners
- Mental Health First Aiders
- School Employed Family Support Worker
- **External Support:** We also work with outside agencies to offer support. Please follow the link on our website to look at our **Family Support - Early Help**.

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Roles and Responsibilities

Parents

Parents play a vital role in ensuring school attendance by fostering a culture of punctuality and commitment to their child's education. Parents are responsible for ensuring their child's regular and on-time attendance, which not only supports their academic progress but also instils essential life skills.

School

The school will play a critical role in monitoring and promoting attendance. This will be achieved through communication with parents, identifying and addressing barriers to attendance, and implementing necessary interventions to support students in their education.

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Children

The role of children attending school is to actively engage in their education, demonstrate a commitment to learning, and adhere to the school's attendance policies.

By attending school regularly and punctually, students not only benefit from their educational opportunities but also contribute to a positive and inclusive learning environment for themselves and their peers.

Consistent attendance is essential for their academic progress, social development, and preparation for future success.

External Agencies

These agencies play a crucial role in supporting school attendance by offering specialised services and resources to address various attendance-related challenges.

External agencies often collaborate with our school, and we signpost families to relevant services, including educational welfare officers, counsellors, and other local authorities' teams. By working together, external agencies and schools can identify and address underlying issues effectively.

Removal from Roll

In-Year Transfer

Parents/carers wishing for their child to transfer schools must complete an Education History Form from the Worcestershire County Council website.

The form must be submitted to Woodfield Academy and a meeting with the Headteacher arranged. This will enable a smooth process and ensure children return to education at the earliest opportunity.

Elective Home Education

Parents/carers wishing for their child to be withdrawn from school and educated at home must write to the school.

The letter must include the full name of the pupil, their date of birth, and their full address. A meeting with the Headteacher will be arranged to ensure you are aware of all the options available to you.

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School Times

8:30am: School gates open.

8:40am: The bell sounds.

8:45am: Gates Close (Pupils are now late and enter through Reception) Registration in classrooms starts.

1:40pm: Afternoon registration closes.

3:15pm: School finishes.

Any pupil arriving late to school **before** the registration closes will be marked as an L code.

Any pupil arriving late to school **after** the registration closes will be marked as an U code.

All types of lateness to school must be explained.

An Unauthorised absence code will remain unless evidence is provided to the school of a medical appointment.

Requesting Absence Leave

Parents must request leave of absence for their child in writing at least **10 school days in advance** of the first day of absence.

This should be done by completing a '**Leave of Absence Request Form**' which can be requested from the school office.

Leave of absence during term time will only be authorised in exceptional circumstances.

Holidays during term time are only authorised in exceptional circumstances.

Note: Parents should be aware that absence in term time can result in a fine from Worcestershire County Council for each parent (with parental responsibility).

Reporting a Child's Absence

You must report your child as absent by **9:15am** using the following steps:

Online: Parents should use the MCAS (My Child At School) App

Email: attendance@woodfield.bmat.co.uk

Phone: 01527527081 (ext. 4125)

