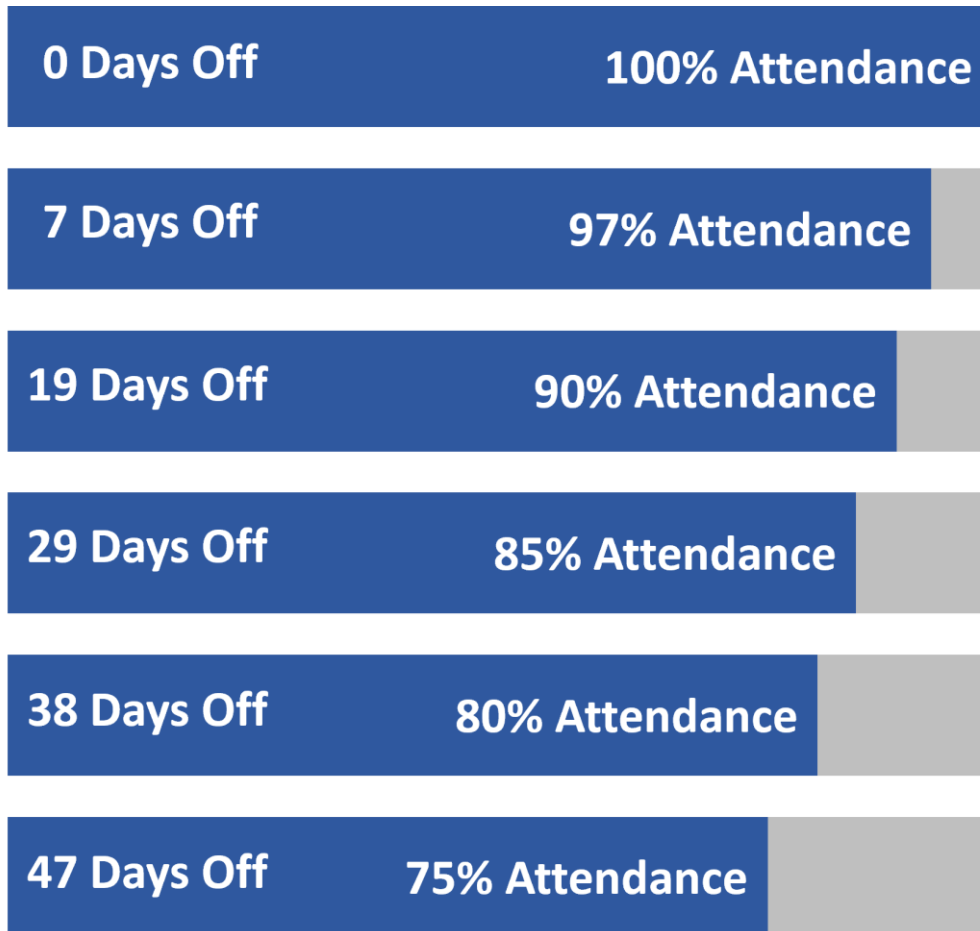




ATTENDANCE INFORMATION

WOODCOTE HIGH SCHOOL

Good attendance means being in school at least **97%** of the time or having no more than **7 days off!**



Minutes late everyday adds up to missed days of education and may cause **gaps in learning**.

 5 minutes	3 Days
 10 minutes	6.5 Days
 15 minutes	10 Days
 20 minutes	13 Days
 30 minutes	20 Days

Research suggests that for every **17 days missed** from school; your GCSE Results will **decrease one grade**.

Term Time Absence Request

Absence requested beyond illness and medical appointments within term time will not be authorised unless there are exceptional circumstances. This is at the Principal's discretion.

Taking your child on holiday during term is generally not considered an exceptional circumstance and is likely to be unauthorised. Holiday's taken during term time may result in the local authority issuing a penalty notice.

Any request for leave during term time must be submitted to school as soon as possible. Requests for leave can be sent to attendance@woodcotehigh.org.uk

Where we have reason to believe that a child has been on holiday rather than being ill, we may request the local authority issue a fixed penalty notice. It will then be up to parents/carers to provide evidence to the contrary.

The Law Around Attendance

The Education Act 1996 requires parents to ensure their children of compulsory school age receive a full-time education.

The law says that Parents/Carers whose children of compulsory school age are absent from school without good reason are committing an offence.

The new DFE guidance states penalty notices may be issued for **10 unauthorised AM or PM sessions** equivalent to **5 school days over a 10-week period** for either term time holidays or irregular attendance.

Families should be aware that, although they may provide a reason for absence, it is the schools decision if the absence is recorded as authorised or unauthorised.

The School Day

School starts at 8:25am and morning registration runs until 8:45am.

Time	Years 7, 9, & 11	Years 8, 10 & Sixth Form
08:25	School Starts	School Starts
08:30	Form Time	Form Time
08:45	Lesson 1	Lesson 1
09:45	Lesson 2	Lesson 2
10:45	Break	Break
11:05	Lesson 3	Lesson 3
12:05	Lesson 4	Lesson 4
13:05	Lunch	Form Time
13:25	Lunch	Lunch
13:45	Form Time	Lunch
14:05	Lesson 5	Lesson 5
15:15	After School Clubs	After School Clubs

Reasons to Attend School



**Extra-Curricular
Activities**



**Education
for All**



**Future
Preparation**



**Strong Friendship
Groups**



**Good Social
Skills**



**Sense of
Belonging**

You Can Support Your Child to Attend School By:

- Only allowing time off school for genuine illness. Please speak to school if you think your child may be struggling to attend.
- Sending your child to school for the PM session if they are well enough.
- Attend school around medical appointments to obtain a registration mark.
- Provide medication to the General Office that can be accessed by your child throughout the school year if required.
- Knowing the routines of the school day and ensuring they are prepared.
- Speaking to your child about any worries and notifying the school of any concerns.
- Avoiding taking term time holidays.

How to Report an Absence

Parents/Carers have a legal responsibility to ensure their child attends school regularly. If a child is unavoidably absent from school parents/carers are expected to:

Contact the school on the first day of absence and each day thereafter to report the reason for the student's absence and their expected return date or time. Contact should be made before 8.30am on the absence/sickness line number: [020 8668 6464](tel:02086686464) option 1, or email attendance@woodcotehigh.org.uk

Please provide medical evidence, or other supporting documentation, that supports the level of absence. Examples of medical evidence include a dated medical appointment card, a photocopy of a signed and dated prescription, labelled medication packaging, a note or computer printout from a GP/Hospital confirming your child has been seen, together with the reason.

Children with diarrhoea and/or vomiting should stay away from school for two days after their symptoms have gone.

If we receive no contact from the parent/carer, the Attendance Protocol will be instigated.

Pupils who arrive late at school without a valid reason notified by the parent/carer will be given a detention at the end of the day.

Please may we also remind you of the importance of showing courtesy to all members of staff who are trained professionals, who are keen to support your child but whose views may occasionally differ from your own.

Arriving Late to School

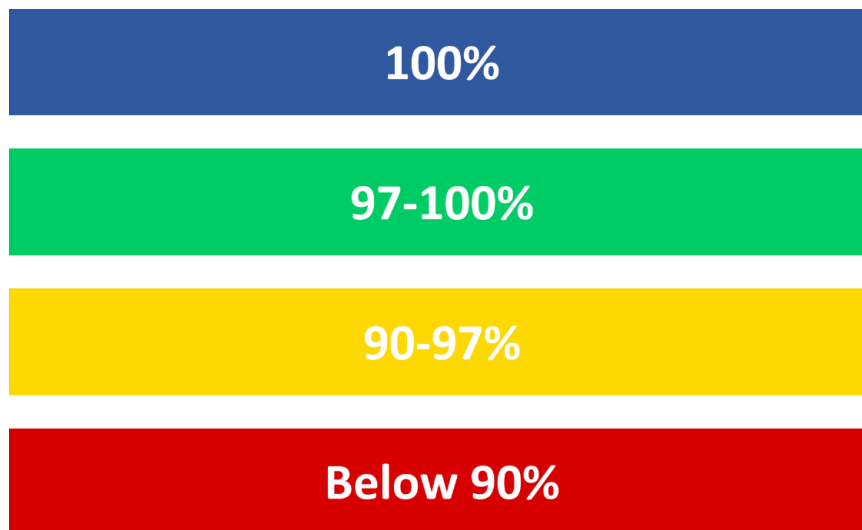
You will receive a text message alerting you that your child has arrived late to school.

Students regularly arriving late to school will be monitored.

Persistent lateness to school may be recorded as unauthorised and could result in a fixed penalty notice being issued from the local authority.

Students who arrive after 9am will have a half day absent mark.

Our Whole School Attendance Target is: **97%**



Attendance Rewards and Incentives

Our students will receive regular recognition for outstanding attendance and for improved attendance throughout the course of the academic year. These include but is not limited to:



**Letters of
Achievement**



**Rewards
Trips**



**Tutor Group
Rewards**



**Gold/Silver Ties
Initiative**

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 enquiries@woodcotehigh.org.uk

 www.woodcotehigh.org.uk



The Collegiate Trust
Exceptional Education for All