Woodhouse Primary School - Securing good attendance

(for further detail, see the Woodhouse Attendance Policy for Pupils on the school website) *www.woodhouse.calderdale.sch.uk/parents/#attendance*

Why is good attendance so important?

Excellent attendance at school is essential for our pupils to make the most of their time at Woodhouse and achieve their potential including their attainment, wellbeing and wider life chances. It is therefore important that we work together with parents to strive to achieve high levels of attendance for all our pupils so that they are happy, safe and successful.

What can we all do to make sure our pupils have good attendance?

School	Parent/carers	Pupils
• Set high expectations for our pupils' attendance • Provide a safe, welcoming environment where children can thrive • Meet and greet families and children at the gate and in the playground when they arrive • Provide an engaging curriculum and enriching extra-curricular activities • Let parents know each term what their child's attendance levels are in the termly report • Celebrate good attendance with class attendance rewards • Let parents know if there are concerns about attendance • Listen to parents about barriers to good attendance and offer a variety of support strategies, including pastoral and wellbeing support, staged drop offs for school-gate anxiety, meet and greet, check-ins throughout the day, planned breaks from learning, buddies • Refer to external agencies for support with attendance issues, including School Nurse, Education Mental Health Practitioner, Specialist Inclusion Team, Family Support, Education Welfare	• Make sure your child attends school every day on time • Help your child to understand the importance of coming to school every day, on time • Use the following advice to decide if your child is too ill to come to school: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/ • Talk to us if you need support with your child's attendance and/or punctuality – get in touch with the school office • Call us to report their child's absence before 9.20am on the day of the absence and advise when they are expected to return • Provide the school with at least two emergency contact numbers for your child • Ensure that, where possible, appointments for your child are made outside of the school day • Book holidays during school holidays and not in term time	• Attend school every day • Be on time • Be ready to learn • Wear the correct uniform

Attendance support strategy

Attendance is at risk of becoming problematic (between 90-95%)		
How identified	**Initial actions**	**Next steps**
• Weekly analysis – patterns spotted or concerns raised (particularly if attendance has caused concern previously) • Concerns raised by parents • No sustained improvement in attendance is seen	Make contact with parents regarding attendance and offer advice and support (see above) ***(Email, phone call, in person)***	If attendance improves, continue to monitor child's attendance in line with school policy If attendance does not improve by end of next half term: • Letter to parents expressing concern • Invitation to discuss barriers to attendance with member of staff and agree strategies for improvement
Attendance has become problematic (below 90%)		
How identified	**Initial actions**	**Next steps**
• Attendance drops below 90% (after first half term)	Parents alerted by email (after first half term) Discussion with parents - reasons for absence, discuss any barriers to attendance and offer advice and support (see above)	If attendance improves and is above 90%, continue to monitor child's attendance in line with the above If attendance continues to decline: 1. Parents invited to attendance support meeting to discuss barriers and agree strategies (including referral to external partners) and targets – regular review meetings 2. If no improvement, Improving attendance plan put in place by school and family with regular reviews. 3. Early Help Pathway as appropriate
Attendance has become problematic (below 90%) and is declining		
Refer to Education Welfare Officer for advice and consider the following: Serious concerns letter Notice to improve Fast track Penalty Notice		