



## Attendance Information For Parents

### **SCHOOL ATTENDANCE TEAM-**

**Head Teacher- Mrs Lindsay Robertson**  
**School Business Manager – Miss Meagan Phillips**  
**Office Administrator and Attendance Lead – Mrs Christine Barker**  
**Well-being and Family Worker – Mrs Claire Lonsdale**  
**SENDco's – Mr Warren Dawson and Mrs Emily Baker**  
**School works with A Star Attendance.**

Telephone: 0191 5491509  
E-mail: [office@wwprimary.org.uk](mailto:office@wwprimary.org.uk)  
Website: <https://www.willowwoodprimary.org.uk>

*\*Please also refer to the full attendance policy that can be found on our school website\**  
<https://www.willowwoodprimary.org.uk/wp-content/uploads/2023/12/Attendance-Policy.pdf>

### Our Mission

At Willow Wood Community Primary School, we believe good attendance is vital for a child to achieve their **full potential**.

We aim to promote good attendance by providing a **safe and motivating environment** for all children.

As a team, we will work together to **break down any barriers** a child or family may have to accessing their education.

It is the responsibility of all school staff and all stakeholders to promote good attendance.

**Every child matters, every day matters.**

### Parental home agreement

Parents/ carers AND school have a legal duty for attendance.

It is a legal requirement for each and every child to access regular education.

When parents decide to register their child at a school, they have an additional legal duty to ensure that the child attends the school regularly. This means the child must attend every day except when they are too ill to attend or there is an exceptional circumstance that the school is aware of.

Parents **MUST** provide school with at least 2 emergency contact numbers for each pupil.

### I need support with my child's attendance

If you need support with your child's attendance, please reach out to a member of the attendance team, or inform your child's class teacher.

### Every day counts

*Inspire, believe, challenge, achieve*



## Working Together to Improve Attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home and in school requires everyone to work in partnership. Everyone should work together to:

### Expect:

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to be, in school and are ready to learn by prioritising attendance improvement across the school.

### Monitor:

Rigorously use attendance data to identify patterns of poor attendance as soon as possible so all parties can work together to resolve them before they become entrenched.

### Listen and Understand:

Where a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

### Facilitate Support:

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This may include Early Help or a whole family plan where absence is a symptom of wider issues.

### Formalise Support:

Where absence persists and voluntary support is not working or being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances, this may include formalising support through an attendance contract or education supervision order.

### Enforce:

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention; a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.



## **Frequently Asked Questions**

### **What is Persistent Absence?**

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%

### **What is the risk of being Persistently Absent?**

Risk of PA is when your child's attendance is at risk of dropping below 90%. We aim to offer early intervention support at this stage. If your child is Persistently Absent they are at risk of missing a significant number of lessons which could mean that they do not achieve their educational milestones or make the progress that they are capable of. Being late can also have a similar negative effect.

### **What is an Education Penalty Notice?**

EPN stands for 'Education penalty notices'. EPN's are issued for unauthorised absences, this includes term time holidays or being absent for 10 days within a given period. All schools are now required to consider issuing a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons, including holidays, within a rolling 10 school week period.

### **I'll just go on holiday and pay the fine?**

EPN's have now been capped nationally at **TWO** fines within any 3-year period. After this, other action like a parenting order or prosecution has to be considered- this could mean a fine of up to £2500!

### **What is an unauthorised absence?**

A child being kept off school unnecessarily or without good reason. Term time holidays are not a justified reason to take your child out of school. Term time holidays will not be authorised by the school.

### **What happens if I keep my child off, and don't contact school?**

School will call home to try and obtain a reason for absence- if no reason is provided school may carry out a visit to your home or ask an attendance officer to- this is to check on the welfare of you and your child. Where there are any safeguarding concerns, we may as the police to complete a home welfare visit. If your child has a social worker, school will contact them and inform them of the absence.



### **Punctuality**

If your child arrives to school after registration closes, your child will receive an unauthorised late mark- this effects your child's attendance.

You must accompany your child to sign in at the office when arriving late.

### **Absence**

If your child is going to be absent from school- you must contact the school office before 9.00 am to provide a reason for their absence. You can either call 0191 5491509 or message us via Facebook Messenger. Please keep your phone with you as a follow-up call will take place to conform the details of the absence and to ensure safeguarding processes are followed. You may also receive a visit from our education welfare officer.

If a pupil has a social worker or a youth offending team worker – they will be informed of the pupil's absence.

### **Medical evidence-**

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences.

This way, we can make sure absences are authorised.

### **PA / Risk of PA**

We want to avoid children becoming 'persistently absent' (below 90%).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings.

Being persistently absent may make you liable for fines or school attendance referrals.

### **Fines / holidays**

Holidays are in no circumstances authorised by school.

Unauthorised absence due to holidays will result in a fine being issued from Sunderland City Council.



<b>100% attendance</b>	<b>0 days missed</b>	<b>No learning missed!</b>
<b>97% attendance</b>	<b>5 days missed</b>	<b>A weeks learning missed</b>
<b>94% attendance</b>	<b>12 days missed</b>	<b>2 weeks and 2 days learning missed</b>
<b>90% attendance</b>	<b>19 days missed</b>	<b>3 weeks and 4 days learning missed</b>
<b>85 % attendance</b>	<b>30 days missed</b>	<b>6 weeks of learning missed</b>
<b>80% attendance</b>	<b>40 days missed</b>	<b>8 weeks of learning missed</b>

Every minute counts

**'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!**

Make each day count.

Punctuality

<b>Always on time!</b>	<b>No hours missed!</b>	<b>No learning missed!</b>
<b>5 minutes late each day</b>	<b>15 hours missed</b>	<b>3 days learning missed</b>
<b>10 minutes late every day</b>	<b>32 hours missed</b>	<b>6.5 days learning missed</b>
<b>20 minutes late each day</b>	<b>65 hours missed</b>	<b>13 days learning missed</b>
<b>30 minutes late each day</b>	<b>95 hours missed</b>	<b>19 days learning missed</b>

**If you are struggling with your child's attendance- please make an appointment to speak to a member of the school attendance team as soon as you can so that we can work together to find a supportive solution.**