

Team Attendance Information and Updates



Who are we?

WHA has an attendance team of 4 staff members, below are our contact details so that you know who is supporting your child's attendance throughout their time at Winifred Holtby Academy.

We are based in the attendance office, you can contact us on 01482 826207, press 1 for attendance, using the Arbor app or email Attendance@winifredholtbyacademy.com

Mrs S Templeman

Attendance & Education Welfare Officer (EWO)

Year 7 for 2024/2025

Mrs M Levitt

Attendance & Education Welfare Officer (EWO)

Current Year 8 & Year 9

Mrs T Tomlinson

Attendance & Education Welfare Officer (EWO)

Current Year 7 & Year 10

Mrs S Austin

Attendance Clerk

Team Attendance

Attendance Expectations



All pupils are expected to attend the academy every day on time. Our attendance expectation for all pupils is **96% attendance**.

Year Teams and tutors will provide students with information relating to attendance on a weekly basis.

Pupils will be required to record their own attendance in their student planners.

Parents/carers of pupils who are deemed as persistent absentees (90% and below) will be required to work with the academy to improve attendance.

The academy will not authorise any holidays in term time. Any leave of absence requests must be made at least 10 days prior to the absence using the form on the academy website Winifred Holtby Academy - Holiday Request Form

The academy will work with the Local authority and use the fixed penalty system and in extreme cases, the courts to ensure attendance.

Parents/Carers are asked to telephone the academy on the first morning before 8.20am of a pupil's first day of unexpected absence.

Students arriving late (after 8.20am) will enter via the attendance doors. Their attendance will be noted and parents/carers will be informed, by text, of their late arrival. In order to ensure good health and safety practices it is especially important that pupils arrive on time in the mornings.

Team Attendance

Attendance Expectations



Attendance is the
Foundation of
Everything



100%



OUTSTANDING



98%



VERY GOOD



95%



ALMOST THERE

Needs to Improve

Almost There
Above 95%

Outstanding
Above 98%

Team Attendance

Attendance Expectations



Equates to:

4

School days missed in the academic year.

100%

OUTSTANDING

98%

VERY GOOD

7

School days missed in the academic year.

96%

GOOD

10

School days missed in the academic year.

95%

ALMOST THERE

11

School days missed in the academic year.

94%

IMPROVEMENT NEEDED

20

School days missed in the academic year.

90%

CONCERNED
Attendance officer will be in touch.

29

School days missed in the academic year.

85%

VERY CONCERNED

Team Attendance

Home Support



What can parents / carers do to support their child to achieve good attendance levels?

Parents / carers play a very important role in ensuring the good attendance records of their children. Below is a list of suggested strategies:

- Encourage full attendance.
- Stress the importance of full attendance to your child.
- Do not allow your child to have time off for minor complaints or illnesses: if they are well enough to be up and about they are generally well enough to attend the academy.
- Monitor your child's attendance. They are given their attendance on a weekly basis by their tutor.
- Take any leave in academy holidays, not during term time.
- Try to book any medical or dental appointments out of academy hours or make them towards the very end of the academy day. Please note the academy will not authorise all day absence for medical appointments.
- Ensure your child is punctual; students should be in the academy before 8.20 am, in order to be ready to start learning in their first lesson which begins at 8.25 am.

Good regular communication with the attendance team and your child's EWO should a specific concern or issue need to be discussed.

We discourage contacting parents / carers during the school day regarding illness or issues in school. Year teams, progress leads, SLT, the attendance team and first aid are all available should your child need support.

Should your child contact you during the day about an issue they are having please speak to the relevant staff before coming to the academy. This will give staff a chance to try and resolve any incidents without your child having to miss any learning time.

This encourages pupils to build resilience and to build trusting relationships with staff which ultimately make school a better place for the to be.

Team Attendance

Attendance Codes



The attendance guidance is changing in September in line with The Working Together to Improve Attendance document [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

We understand from speaking with parents/carers that this can be confusing and difficult to understand why we use different codes for absences. We have put together an overview that can be referred to if you are unsure of why a code has been used.

Only the academy can authorise absences which is why we ask that you work with us, this may include providing us with supporting evidence of appointments. Unauthorised absences can lead to legal interventions from the Local Authority.

L – Late before registers close

Authorised absence codes

C – Leave for exceptional circumstances – agreed by the academy, will affect attendance

M – Medical/Dental appointment, will affect attendance

S – Study leave, will affect attendance

I – Illness authorised by the academy, will affect attendance

E – Suspended, will affect attendance

Team Attendance

Attendance Codes



The following codes are used for unauthorised absences.

This is when the academy does not agree with the reason for absence. Parents can be issued a Notice to Improve Attendance by the Local Authority if these codes are used which could lead to a Penalty Notice.

Unauthorised absence codes

G – Holiday not agreed by the academy

N – No reason for absence given yet

O – Absent not authorised by the academy

U – Late after registers have closed (after 9am), will affect attendance

The U code is also unauthorised and could lead to legal interventions.

[Fines for parents for taking children out of school: What you need to know – The Education Hub \(blog.gov.uk\)](https://www.blog.gov.uk/2015/05/28/fining-parents-for-taking-children-out-of-school-what-you-need-to-know/)

Team Attendance Appointments



Due to the new changes to attendance medical/dental appointments will impact on your child's attendance.

If your child has an appointment during registration times in the morning or afternoon it will be recorded as **M (Medical/dental appointment)**.

This is an authorised mark but will lower the attendance percentage.

We would ask that where possible appointments are made outside of school hours.

If this is unavoidable we expect that pupils attend before and after appointments even if it is only for a short time.

Team Attendance Holidays



Holidays during term time will not be authorised. Children are only in school for 195 days of the year! This gives ample time to book trips at an alternative time.

Should you wish to request a leave of absence this will only be considered if you have followed the procedure below,

- Complete the leave of absence form on the website [Winifred Holtby Academy - Holiday Request Form](#)
- This must be submitted at least 10 days prior to the time of the absence. All absences without 10 days prior notice will be unauthorised.

We will look at leave of absence requests individually as we would like to work with parents where possible. Don't assume that all requests will be authorised. We will look at previous attendance data and patterns to enable us to make an informed decision.

If a leave of absence/holiday is not authorised and you still choose to take your child out of school we are required to notify the Local Authority who may issue a fixed penalty notice.

From September the way that penalty notices are issued will be changing. They will be issued to anyone that has day to day care of the child. This means that it can be both parents that live in the same household, step – parents or parents partners.

From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days, or £160 if paid within 28 days**

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

[Fines for parents for taking children out of school: What you need to know – The Education Hub \(blog.gov.uk\)](#)

Team Attendance Rewards



The attendance team do offer a range of rewards throughout the year for pupils with good or improved attendance. This year has included the below,

- Extended lunch with Dominos pizzas and drinks.
- Raffle for a Nintendo Switch
- Gift hampers for parents
- Gift vouchers
- Sweets and chocolate
- Daily lucky dip in the lead up to Christmas
- Summer reward afternoon with and ice cream station and refreshments

If you or your child have any suggestions for future rewards please email the attendance team.

Attendance@winifredholtbyacademy.com