Attendance Policy Quick Guide for Parents

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Ellingham: Mrs Nicola Cave or Mrs Vicky Wood

01508 518250 or ellinghamoffice@ellwoodfed.org

Woodton: Mrs Karen Taylor or Mrs Vicky Wood

01508 482294 or woodtonoffice@ellwoodfed.org

We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **8:40 am**.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.

98-100%	•Excellent - children are accessing all learning opportunities
96-97%	•Good - Very few learning opportunites are missed
94-95%	•Risk of underachievement •Up to 8 school days absent in an academic year
92-93%	•High risk of underachievement •Up to 10 school days absent in an academic year
90-92%	•Severe risk of underachievement •Upwards of 15 school days absent in the academic year
<90%	•Extreme risk of underachievement •Upwards of 19 school days absent in the academic year

‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?

On each day your child is unfit to come to school, please report this absence using the office contact details (please see above) before 9:00am to let us know. In the message you must leave your child’s full name, year and class and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our ‘Leave of absence request’ form to make these types of requests. The form should be submitted in advance of the leave of absence, via email (please see above). You will receive a letter in response, to advise if the request has been granted or declined.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not lined up on the playground by 8:40am.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment. I hope we can count on your support in this matter.

Please contact Mrs Vicky Wood or Mrs Dawn Thomas if you require any support with ensuring your child’s regular school attendance.

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Dawn Thomas	01508 518250 (Ellingham) 01508 482294 (Woodton) head@ellwoodfed.org
School Secretary - who parents should contact about attendance on a day-to-day basis	Nicola Cave (Ellingham) Karen Taylor (Woodton)	01508 518250 (Ellingham) ellinghamoffice@ellwoodfed.org 01508 482294 (Woodton) woodtonoffice@ellwoodfed.org
School Support Manager - who parents should contact for more detailed support on attendance	Vicky Wood	01508 518250 (Ellingham) finance@ellwoodfed.org 01508 482294 (Woodton) finance@ellwoodfed.org