

Effective Date :	7 June 2018
Last modified	7 June 2018
Document no :	SP 05.05/005
Replaces Version :	14/6/2017
Approved: Curriculum & Pupil Welfare Committee 7 June 2018	Page 1 of 2

Table of Contents

1	Introduction Summary & Aims	1
2	Responsibilities	1
3	Procedures	1
	Registration	1
	Absences	2
	Punctuality	2
	Term-Time Leave	2
4	Policy Review	2
5	Approval/Amendment	2
6	Questions	2

1 Introduction Summary & Aims

Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for ensuring that attendance at Woodford County High School is maximised and that unauthorised absenteeism is kept to a minimum.

2 Responsibilities

Parents/carers are responsible in law for ensuring the regular and punctual attendance of their children under Section 444 of the Education Act 1996. Parents should familiarise themselves with this attendance policy and should work closely with school staff to overcome any problems which may affect a child's attendance.

The school will encourage attendance. The school will work in partnership with parents/carers, the Education Welfare Service and other relevant agencies to deal with any issues. The school will take a proactive approach to promote good attendance by defining expectations with students and their parents/carers and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

3 Procedures

Registration

Registration will be carried out at 8.30 a.m. by Form Tutors for the AM sessions and at 2.10p.m. for the PM session.

Effective Date :	7 June 2018
Last modified	7 June 2018
Document no :	SP 05.05/005
Replaces Version :	14/6/2017
Approved: Curriculum & Pupil Welfare Committee 7 June 2018	Page 2 of 2

Absences

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. Absence will not be authorised for such reasons as shopping, daytrips and birthdays.

Parents should contact the school on each day of absence. A written note of any such phone call or other communication will be recorded on Lesson Monitor and the absence code entered. On returning to school the student should bring a written note and hand this to his/her tutor.

Punctuality

Students who arrive at school after morning or afternoon registration must sign in at reception, entering their time of arrival and the reason for their lateness in the Late Book. The class teacher should also record the student's lateness using the electronic registration system. A system of (escalating) 'Late' detentions is in operation. Students who are late in the morning are required to attend a 15 minute after school detention on that same day. Failure to attend results in a 30 minute after school detention on the following day. Where students are regularly late over a half term period a letter will be sent out to parents. The school could make a request to the Local Authority to issue a Penalty Notice as persistent lateness may be deemed as irregular attendance.

Term-Time Leave

Family holidays during term time are not permitted. If students are absent without permission the school may make a request to the Local Authority to issue a Penalty Notice.

A copy of the School's Attendance Policy is available from the School Office and can be accessed on the School website.

In conjunction with this policy, Woodford County High School has adopted the Redbridge Attendance Strategy, a copy of which is attached as an appendix to this policy.

4 Policy Review

This policy will be reviewed every 12 months.

5 Approval/Amendment

This policy is approved by the Governing Body of Woodford County High School. Any Amendments to this Policy require approval by the Board of Governors of Woodford School.

6 Questions

If you have any questions about this present statement of policy, please contact the School Business Manager, Woodford County High School, High Road, Woodford Green, Essex, IG8 9LA.