



## Attendance procedures for Woodland Grange School

This document should be read in conjunction with the OAK Multi Academy Trust Attendance Policy – Pupils, which can be found on the school or trust website.

The guidance covers areas such as:

- Procedures and times for arrival including late arrivals
- Procedures for absence reporting

School Starts at: 8:45.am

School finishes at: 3.15pm

### **Late Arrivals**

- Minutes late are recorded from 8:45am.
- Persistent lateness is monitored and recorded.
- Arrivals after 10:30am are recorded as 'U' resulting in unauthorised absence for the morning. The school must be notified of any appointments in advance.
- Continued lateness will be referred to the Headteacher with a letter home to parents requesting a meeting to discuss an action plan for improvement.

### **Absence Reporting**

- Parents to contact the school before 9:10am. This can be via the school gateway app, email, or by leaving a message on the school's telephone.
- No contact with the school by 9:10am will result in an automated text message to parents/carers requesting reason for absence.
- No response to automated text by 9:30am will result in a telephone call to parents/carers.
- Should no response to either, then the absence will be recorded as unauthorised.
- Isolated cases will result in a home visit.

### **Authorised Absences**

- Request for leave to Headteacher by submitting a Leave of Absence Request form. Only exceptional circumstances will be authorised.
- Further evidence may be requested or meeting with the Headteacher to establish reason for request.
- Attendance percentage to date will also determine if leave can be authorised.

### **Unauthorised Absences**

- Unauthorised absence is monitored and recorded.
- Letter of concern issued to parent/carers.
- A meeting with the Headteacher will be arranged to discuss ways of improvement.
- Should unauthorised attendance drop by 10%, we may notify the Pupils Missing Education Department at County Hall.

- Continued unauthorised absence could result in a referral for a Penalty Notice to be issued by Leicestershire County Council, Attendance Court Team.

**Late Collection**

- 3:20pm telephone call to parents.
- Persistent lateness will result in the child/ren being sent to Owls Hoot Aftercare where parents will be invoiced, this will be monitored and recorded.
- Further late collections will result in a meeting with the Headteacher to discuss improvements.