



SCHOOL ATTENDANCE

at

ELIZABETH WOODVILLE SCHOOL

September 2017—July 2018

The school values excellent student attendance. It recognises this plays an essential part in ensuring our students achieve to their best ability in all areas of school life.

GOOD ATTENDANCE MATTERS

We are proud of our students' excellent attendance record and monitor individual attendance to ensure they are accessing all available aspects of their education.

Students whose attendance is good: (96% +)

- Make progress and have a better understanding of lessons
- Achieve their best results
- Sustain friendships
- Are rewarded with termly credits and certificates at the end of the academic year

Students whose attendance is unsatisfactory: (under 94%)

- Get behind with their work
- Do not understand lessons so well
- Achieve lower grades than their potential indicates
- Find it more difficult to maintain friendship groups

Parents whose children's attendance continues to be unsatisfactory:

- Need to support their child to feel positive about school and value their education.
- There is a legal requirement for you to ensure your child attends regularly
- Can be fined
- May be required to provide medical evidence for each period of absence

When can I keep my child away from school?

The school can authorise an absence in the following circumstances:

- Genuine illness
- A family crisis
- Religious observance

Medical appointments should be made outside of school hours. Where this is not possible, students should attend at least one session (morning or afternoon) dependent on appointment time.

These reasons for being absent are NOT ACCEPTABLE

- Shopping
- Oversleeping
- Having a birthday
- Looking after younger siblings
- Staying home for delivery/workmen

Special Leave

From 1st September 2013, the law gives NO entitlement to parent to take their children on holiday during term time. Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Headteachers would not be expected to class any term time holiday as exceptional.

Please note the circumstance for Northampton County Council (NCC) issuing Penalty Notices for taking unauthorised absence during term time is now 5 days. The school therefore has to refer any unauthorised absences of 5 days or more, taken within a 6 week period, to the Education Inclusion and Partnership Team at NCC for their consideration.

The request for special leave should be put in writing to the Headteacher.

If a student arrives late to school?

It is important students are on time for school as lateness causes disruption to lessons and missed learning time.

If a student arrives after attending an appointment, they should sign in at Student Reception. Prior notification of the appointments needs to be advised to the absence reporting lines.

Students arriving late with no reason must sign in at Student Reception and will be given a late mark. A Late detention will be served at breaktime on the same day and punctuality will be monitored.

What does 'good' attendance mean?

- 96% to 100% attendance - when a student arrives on time and attends every lesson every day

What does 'unsatisfactory' attendance mean?

- Attending 94% of the time or less. This will have a serious effect on learning
- *One day's absence every two weeks will give 90% attendance*
- Continual lateness to registration and lessons

Students need to be in school for the first bell at 8:40am

Morning registration is at 8.45am

Afternoon Registration is at 1.40pm

What should parents do if their child is absent?

Call your child's College absence line:

NORTH CAMPUS 01604 862125

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|---------------|------------------------|
| Lower College | Years 7,8 & 9 option 4 |
| Upper College | Years 10 & 11 option 5 |
| Post 16 | Years 12 & 13 option 6 |

SOUTH CAMPUS 01908 563468

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|---------------|------------------------|
| Lower College | Years 7,8 & 9 option 4 |
| Upper College | Year 10 & 11 option 5 |
| Post 16 | Years 12 & 3 option 6 |

Or

**Call the Absence Reporting line on
01604 864042 before 9:00am
or email
Attendance@ewsacademy.org.uk**

The telephone line has an answer phone and
is open 24 hours a day.

Please state clearly your child's name, tutor group,
the reason for absence and please note that we require a call each morning of a
student's absence.

Please note we do not have a 48 hour sickness rule. We leave it to parental
discretion as to whether a student is well enough for school

The school sends an automated text to parents where a call has not been received
regarding absence.