



Woodlane High School

achieving success in a nurturing environment

Attendance and Home-Learning Policy

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Attendance Policy

At Woodlane High School we believe that regular attendance and punctuality are vital to the success of every pupil. To achieve the maximum attendance and punctuality the school takes a proactive stance. The school will challenge the behaviour of pupils and parents who give low priority to attendance, as this may be detrimental to the child's learning and development.

Parents are made aware of the legal position, their role and the school's role regarding attendance in a letter to parents.

All school attendance is recorded electronically (via SIMS) and is monitored by class teachers, assistant heads, the deputy, the Headteacher and the Early Help Service.

Individual attendance and lateness figures are presented weekly to pupils during tutor time, termly to parents/carers, in annual reviews and in end of year reports.

Where a pupil is unable to attend school for a lengthy period (exceeding 3 days and they are well enough to learn) or requires education to be more flexible, the school will action a home-learning arrangement. This should be for a short time frame as the intention is always to return the pupil to full attendance in school as soon as possible.

The school aims to improve the overall percentage of pupils at school whilst recognising individual difficulties some pupils attending Woodlane have. These may include issues with mental health, physical disability and social difficulties.

The Legal Position

- All absences must be recorded.
- All absences should be followed by a written explanation of the reason(s) for the absence. (A telephone call on the first day of absence is much appreciated but a note or letter should follow when the child returns to school).
- All absences are classified as AUTHORISED or UNAUTHORISED. These are the only three justified reasons of absence in law:
 1. Genuine illness, particularly when there is a risk of infection to others.
 2. Days of religious observance specified in advance.
 3. Exceptional circumstances agreed in advance by the Headteacher, including regular medical appointments.

All other absences are unauthorised. Some of the reasons received regularly are: helping family members; to visit family/ friends; missed alarm; family holiday – these have to be recorded as unauthorised absences.

The Parent's Role

The law leaves no room for misunderstanding by schools or parents on the issue of attendance.

Parents are asked to:

1. Notify the school on the first day of absence, between 8.00 and 9.00 a.m., giving an estimate of the likely length of absence. Early dental and doctor's

- appointments (where the child is NOT coming into school first thing) should be notified the day before if possible.
2. Send a letter, giving an explanation for the absence on the child's return to school.
 3. Ensure that pupils are punctual and stress its importance to their child.

The role of the School

To support and promote good attendance and punctuality the school will:

- Record all absences and lateness in detail and provide parents/carers with an attendance record, termly, during annual reviews and in end of year reports.
- Inform parents of every absence for which there is no letter of explanation within 3 days.
- Monitor poor attendance patterns with a letter sent home expressing concerns (see Appendix 2 and 3).
- Monitor attendance patterns with support from the Early Help Service.
- Be available to discuss with parents any issues concerned with attendance and punctuality as necessary.
- If we have not been contacted by the time registers are completed at 9.15 a.m. we will telephone parents to inform them of the absence.
- Promote good attendance, which may include certificates, megas for 98%+, vouchers for 100% attenders, attendance reward trips for tutor groups with 97%+ attendance etc.
- Display whole school and tutor attendance figures.
- Promote excellence and enjoyment.
- Maintain its healthy school status.

To support and promote good attendance and punctuality tutors will:

- Take an accurate register at the beginning of each day.
- Present weekly attendance and lateness figures with individuals.
- Inform SMT of persistent absence or lateness, including any patterned absence.
- Provide incentives to improve punctuality.
- Sanction persistent lateness, following warnings.
- Agree all action with SMT in advance.
- Take an active role in improving attendance and punctuality.

Routine Medical Appointments

Parents are asked to arrange routine medical and dental appointments outside of school hours, where possible.

Absence will be authorised if a pupil regularly visits a psychologist off site, requires regular hospital visits etc. These must be authorised by the Headteacher well in advance.

Unforeseen Absences

The school recognises that there will be events affecting families, sometimes unforeseen, which will necessitate absence from school. Parents are asked to notify the school of any such occurrences and any help or assistance will be readily given.

Unauthorised Absences

Parents should be made aware that failure to communicate reasons for absence will result in their child's records being marked with an unauthorised absence. It is the school who determines whether or not an absence is authorised.

Procedure for Dealing with Unauthorised Absences

1, 3, 5 Day Procedure

Day 1 – A telephone call home is made.

Day 3 – If contact on Day 1 was unsuccessful a second telephone call home will be made.

Day 5 – If pupils remain unauthorised for more than one week, a letter is sent to the parent/carer requesting an explanation for the absence (see Appendix 1). A medical certificate may be sought.

If there is no contact the school will involve the Early Help Service. At this stage a member of the Early Help Service will contact or visit the home.

Deputy Headteacher, with responsibility of attendance, has weekly meetings with Headteacher to review individual cases of concern and determine next course of action.

Holidays

The school strongly discourages holidays during term time. Leave of absence may be granted in special or exceptional circumstances only at the Headteacher's discretion.

Lateness

Pupils should arrive at school no later than 8.55 a.m. The registers close at 9.10 a.m. Late arrivals must sign in at the reception office. To encourage punctuality a breakfast club runs from 8.30 a.m. until 8.55 a.m.

School is open to pupils from 8.00 a.m.

Pupils who arrive to school later than 9.15 a.m. must:

- Sign in and report to a senior manager to discuss reasons for lateness.
- Receive and afterschool detention, unless under exceptional circumstances.
- Will enter lessons at the start of the next lesson to minimise disruptions.

Persistent lateness will be highlighted to parents, a letter will be sent home (see Appendix 4) and appropriate targets set.

Home-Learning

Home-Learning will take place formally when/if the following has occurred:

- A pupil has a medical need that requires them to stay home from school for a period of more than 3 days.

- A pupil has medical needs that mean they cannot attend school for the whole school day.
- A pupil is well enough to learn, but they are advised to remain off of school due to other factors, e.g. self-isolating due to contact with a confirmed Covid-19 case.

Home-learning is a partnership between the parent, pupil and school. Each person has a responsibility towards the success of this partnership to ensure that the education of the pupil is supported whilst the pupil is unable to attend school.

The following notes outline the expectations with regard to staff visiting the home of an individual pupil, where for medical reasons it is considered impracticable for them to attend school. Staff may not visit the home if a person has symptoms or is isolating due to Covid-19.

During a period of Home-Learning, Woodlane High School will:

- Provide learning opportunities consistent with the school's curriculum.
- Provide a timetable to enable some school routine to continue.
- Share this material through a secure platform which pupils can access and complete independently or with a small degree of support.
- Provide opportunities for pupils to continue 'attending' lessons remotely where this is suitable for the ability of the pupil.
- Provide multiple ways for pupils to complete their classwork.
- Set, mark and monitor homework as appropriate for the individual.
- Remain in regular contact with parents so changes to Home-Learning can be communicated effectively.
- Provide clear guidelines around any home-visits that may take place.
- Involve parents in conversations regarding their child's progress and highlight any concerns or problems that affect their child's work or behaviour.
- Ensure pupils continue to feel an active member of the school community, including informing families about special events.
- Meet statutory guidelines regarding annual reviews and transitions. Parents should ensure they continue to attend these important events to support their child's progress.

What type of learning can parent and pupils expect?

A combination of some or all of the following:

- Personalised support to set up an individual plan.
- Firefly set classwork/homework tasks.
- Home visit by HLTA/teacher (in exceptional circumstances).
- Phone calls and/or Teams Meetings with staff.
- Access to live learning sessions.

What should you do when staff visit your home?

Home-learning is not the same as home tuition. Staff from Woodlane High School will only attend the home to facilitate learning, ensure the planned activities are working

and help with technical support, e.g. Firefly. These visits will be timetabled for specific pupils, where appropriate and where Covid-19 restrictions allow this.

Parents must ensure the child is able to access the learning opportunities provided by:

- Being ready and on time.
- Ensuring everyone in the household is suitably dressed and your child has appropriate equipment.
- **Ensuring you are present throughout the visit.**
- Ensuring the working space your child is expecting to use is in an open area of the house and well ventilated.
- Letting the school know in advance about any concerns or problems that might affect our child's work or behaviour.
- Support the service policies and guidelines for behaviour.

Pupils are expected to:

- Follow the agreed expectations.
- Attend regularly and be punctual to lessons.
- Work to the best of my ability and make the most of opportunities offered.
- Treat everyone, teaching and support staff and the environment with respect.
- Help to create a positive, supportive atmosphere where achievement is recognised and encouraged.
- Be kind and co-operative whilst completing my expected work.

Prior to entering a pupil's home, school staff need to do the following:

- Carry out a risk assessment with the Lead Practitioner.
- Attend all new (the first) home visits with two staff members.
- Tell the school when they arrive and leave the pupil's home.
- If taking their own car, provide their line manager with their registration number.
- To create a 'code word' to use in difficult situations without arousing suspicion.
- Note the lock and door handle when arriving on the premises.
- Make sure parents/carers do not leave the premises whilst you are there.
- Make sure you are seated in an open room with no door i.e. kitchen, living room.
- Never enter a pupil's bedroom.
- Report all safeguarding issues as soon as possible.
- Report to a SMT if you felt unsafe in the home.

Covid 19 requirements:

- Staff to wear PPE in the home, including a face mask and gloves.
- Staff to open any available windows whilst in the home on arrival.
- Staff to wash hands on arrival and have access to hand sanitizer when leaving.

Blended Learning

Aims:

1. To ensure that blended learning delivery meets the guidelines set by the awarding organisation.
2. To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

Blended learning may be used in the following scenarios within Woodlane High School:

1. Entirely in school learning - digital learning becomes enrichment, support, and extension
2. In case of a 'bubble' disruption- learning will be a mixture of in school learning with remote learning support. Those self-isolating will receive entirely remote learning that reflects the current curriculum delivery
3. Entirely remote learning - no traditional school-based learning

In order to do this Woodlane High School will:

- Ensure staff will deliver live lesson content via Firefly/TEAMS in line with scheduled timetables. In the case of a full or partial lockdown and in the case of pupil self-isolation staff will provide appropriate work online via Firefly in line with their teaching timetable
- Provide feedback on assignments and answer questions constructively within 48 hours via Firefly
- Ensure the setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear
- Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Centre Agreement

How will home-learning or home tuition absence be recorded?

When a child engages appropriately with home-learning or home tuition, they are considered educated off site and therefore the absence (from the school building) will be recorded in the following way:

- A 'B' educated off site, or
- In line with current government Covid-19 absence guidance

Appendix 1

Date: _____

Dear Parent/Carer

Re: Unexplained Absence _____ **Class:** _____

According to my records _____ was absent from school on the date(s) shown below:

I do not appear to have been notified of the reason(s) for this absence and so I would be grateful if you could complete the slip below and return it to the school office as soon as possible.

Yours sincerely

School Admin Assistant

Name: _____ Class: _____

Was absent from school for the following reason(s) _____

Was absent on: _____

Signature of Parent/Carer:
.....

Print Name:Date:

Appendix 2

Dear Parent/Carer,

Re **Tutor Group**

Attendance:% **Lessons missed:**

I am writing to you as I am concerned about your child's attendance. Please see the attached attendance report.

As you know, it is essential that your child attends school regularly in order for them to progress and achieve their best.

Please ensure that your child attends school regularly in the future. Please contact me if you have any concerns that may prevent you from doing so.

Yours sincerely

Rob Morgan
Deputy Head

Dear Parent/Carer,

Re **Tutor Group**

Attendance:% (See attached printout)

I am very concerned about the amount of time your child has missed from school recently. I appreciate you contacting the school with reasons for absence, however, the school cannot continue to authorise absences on a regular basis.

Any future absences will only be authorised if accompanied by a medical certificate, a dental or hospital card, or a medical letter detailing the reason and likely length of time your child needs to be away from school. Unauthorised absences will be referred to the Localities Service who may begin legal proceedings.

Please contact me on the above number to discuss these concerns.

Yours sincerely

Rob Morgan
Deputy Head

Dear Parent/Carer,

Re **Tutor Group**

Number of times late to school:

I am writing to you as I am concerned about your child's punctuality. Please see the attached lateness report.

As you know, it is essential that your child arrives to school on time in order for them to progress and achieve their best.

Please ensure that your child arrives to school no later than 8.55am in the future. Please contact me if you have any concerns that may prevent you from doing so.

Yours sincerely

Rob Morgan
Deputy Head