



Dear Parent/Carers

ATTENDANCE MATTERS!

Weston Favell Academy has updated its procedures regarding attendance.

We have implemented an additional way of notifying the school if your child will not be attending. This is by email to absence@westonfavellacademy.org or telephone **01604 402121 option 1 by 8:45am**. A handy fridge magnet with this information on has been given to your child.

The school's attendance target is 97% overall and our monitoring procedures are detailed below for your information:

1. Pupil attendance is monitored on by the Senior Leadership Team on a weekly basis, as is their punctuality to school. School starts as 8:40am. The gates are closed at 8:35am as students should be on site by this time to give them the opportunity to get to their tutor room by 8:40am.
2. If you have not made contact by 8:45am each day your child's attendance will be coded as 'unexplained' as a reason has not been provided.
3. Any 'unexplained' absence will trigger contact from the Attendance team to establish the reason for absence. If a reason for an 'Unexplained' absence is not established, we will have recorded as unauthorised.
4. If your child is off school for 3 days or more our Education Welfare Officer will visit your home to complete a Welfare check where she will need to see the child in person. If your child is not seen, a referral may be made to the Local Authority to investigate.
5. If a child's attendance falls below 96%, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard and will be monitored for 5 weeks.
6. If your child's attendance continues to fall, parent/carers are invited to attend a meeting to ensure all support is in place and the attendance is monitored again for 5 weeks.
7. After the monitoring period, and if targets are not met, parents/carers will be invited to attend a further meeting with the Education Welfare officer to complete a parenting contract and discuss ways both school and home can improve your child's attendance.
8. If targets set in the parenting contract are not met, the case will be referred to the Education and Inclusion Partnership Team within the Local Authority who potentially issue a Fixed penalty notice and a fine.

However, we understand that children fall ill and then absence cannot be avoided. If your child is on any of the monitoring stages you will be required to produce medical evidence to support the absence. Any absences below 96% without this evidence will be recorded as unauthorised. When a child has stopped vomiting, they are able to return to school the following day.

All holidays taken in school time will be unauthorised and the Local Authority notified who will then issue the Fixed Term penalty notice and fine.

The Academy is extremely proud of our young people who have strived to increase their attendance and as such we have rewarded a record number of students for this achievement.

Each term your child has the opportunity to win prizes for themselves and their tutor group by attending each day.

Yours faithfully,

Mrs R Waller
Assistant Principal