



20 September 2023

Dear Parents/Carers

Working together to improve school attendance – the importance of your child attending every day they can.

As you may be aware, the Department for Education has updated their guidance in relation to school attendance. The published guidance contains clear actions which must be taken by schools, local authorities, governing bodies, and parents.

It is nationally recognised that children cannot succeed in school if they do not regularly attend – and where attendance is low, this can directly affect exam results and pathways to further study.

The Department for Education has recently published developed guidance and we are choosing to share this with you as it could affect you directly.

You – as parents/carers:

The guidance states that parents should:

- Ensure their child attends every day the school is open except **when a statutory reason applies**.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Work with the school and local authority to help them understand their child's barriers to attendance.
- Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.

We actively use, and recommend you also use, the NHS 'is my child too ill for school' guidance: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)



Us – as Weavers Academy

As a school, we are required to:

- Expect high standards of attendance.
 - Monitor attendance patterns.
 - Listen and understand to parents and children to identify the barriers to attendance.
 - Facilitate support to ensure parents and children can improve attendance.
 - Formalise support when voluntary support is not working.
 - Enforce attendance through statutory intervention with support from North Northamptonshire Council.
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Frequently asked questions

Our school website includes lots of information relating to attendance and support available – we have also incorporated into this letter a range of ‘frequently asked questions’ which may support you.

Who can support me if my child doesn’t want to come to school?

We have a dedicated Attendance Officer for each year group – this person will be your first port of call if you need any attendance support outside of us contacting you. They will liaise directly with your child’s Pastoral Manager to provide the support you require on an individual basis.

Years 7, 8 and 9 – Miss Cundy: christine.cundy@weaversacademy.org.uk

Year 10 and 11 – Mrs Farrar: Julie.farrar@weaversacademy.org.uk

Year 12 and 13 – Mrs Solanki – rita.solanki@weaversacademy.org.uk

Mis Cundy, Mrs Farrar and Mrs Solanki are also available via the school’s main contact number: 01933 222830.

If your child’s attendance drops into our persistent (below 90%) or severe absence (below 50%) categories, they will be issued a dedicated keyworker – either Mrs Alcindor-Gilmour or Ms Adams.

How do I report an absence?

We expect all parents to contact us before 8am on every day of absence. You can do this by calling our 24 hour attendance line via the school’s number or using your Arbor app. We may contact you during the school day if we feel we need to.



At 9.00am, all registers are reconciled. Any child who is unaccounted for will be placed on the 'immediate action' list. From here, the following may take place:

- An immediate warning message will be sent to all named contacts on our system to notify you of this absence and to ask for an urgent call back to discuss this further.
- Attendance staff will then seek to contact all available numbers on the system via telephone.
- Home visit teams are dispatched daily to visit homes including where we have received no notification of absence.

It is vital that we know by 8am if your son/daughter will not be attending school on each day of absence.

My child is going to be late – what should I do?

If your son/daughter is likely to be late, it is important that you contact the absence line to notify us of this.

School staff will be on the gate by Weavers Road from the beginning of the school day to take names if any pupils are late.

All late pupils, unless we have heard from a parent, will be issued a detention for lateness and will access the bespoke registration session in the sports hall to ensure they receive the key messages during the morning registration session. They will be released for lesson 1 in line with their peers.

The local authority are issuing fixed penalty notices if your son/daughter has more than 10 sessions of lateness (30 mins or more) during a 6 week period.

If your son/daughter is late multiple times across the term, they will be placed on late report via their form tutor – and you will be invited in to discuss the concerns with the relevant Pastoral Manager.

Can I book a holiday in term time?

In short, no. We are unable to authorise any absence during term time unless in exceptional circumstances. A holiday does not fall under this category.

If your son/daughter is due to miss school for a period of time, you must complete our exceptional circumstances form detailing clearly the exceptional circumstances to which your request is based upon.

Please note the local authority may issue fixed penalty notices for all leave which meets their threshold.

Can I book a medical appointment during term time?



Again – we would advise against it. We do recognise that some appointments cannot be helped i.e. orthodontic. In this case, we expect students to return within two hours of departing.

The reception team will ask for proof of appointment before any pupils is allowed to leave site.

How do I know if my child has too much time off school?

We always ensure we publish our planned systems for monitoring attendance in advance to ensure full transparency with parents.

Our system of intervention for the academic year 2023/2024 is as follows:

Stage	Threshold	Intervention
1	Any session of absence Category: Expect Voluntary intervention	Universal Support This is the support all students receive to inform them of attendance expectations and to support their regular attendance. For example: tutor discussions, breakfast club, home visits, first day response, morning welcomes, return to school conversations.
2	7 sessions Category: Monitor Voluntary intervention	Early Intervention / Targeted Support. 3.5 days of absence during the academic year. Our Pastoral Support Team will provide targeted intervention to children who reach this threshold. This includes discussions about absence, meet and greet, referrals to external agencies and mentoring.
3	7 sessions Category: Listen and Understand Voluntary Intervention	A phone call/message home will be made to notify you of our attendance concern. 3.5 days of absence during the academic year. This will allow you to have a conversation with a member of staff about your child's attendance. We are more than happy to discuss any concerns you have no matter how small.



<p>4</p>	<p>14 sessions</p> <p>Category: Facilitate Support</p> <p>Voluntary Intervention</p>	<p>A letter home is sent to notify you of our continued concerns.</p> <p>7 days of absence during the academic year.</p> <p>This letter will contain information relating to absences and will signpost support to increase attendance.</p>
<p>5</p>	<p>20 sessions</p> <p>Category: Formalise Support</p> <p>Statutory Intervention</p>	<p>All adults with parental responsibility will be invited into school to participate in a formal attendance support plan.</p> <p>10 days of absence during the academic year.</p> <p>The purpose of this meeting is to formally identify any barriers leading to the poor attendance of a child. Targets will be set during this meeting which will be reviewed in 4-6 weeks.</p>
<p>6</p>	<p>When required</p> <p>Category: Enforce</p> <p>Statutory Intervention</p>	<p>A referral will be made to the local authority for statutory support in the event of continued low attendance.</p> <p>If attendance does not improve following the attendance support plan.</p> <p>If our support system does not lead to an increase in attendance, we will seek further support from the local authority. The local authority will seek to identify formally the barriers to attendance and the support provided by the school. It is important to be aware that they may take further action if they feel absences were not for a statutory reason.</p> <p>Our school does not benefit financially from fixed penalty notices.</p>

Thank you once again for your continued support. If you have any further questions or require any further information, please contact our attendance team at school.

Yours sincerely

Mrs D Noakes
Assistant Principal – Behaviour and Attendance