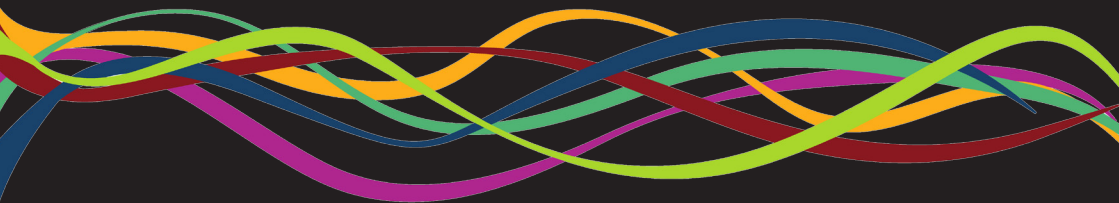




Wyattendance
= Wyreward

Attendance is crucial to the
success of our students



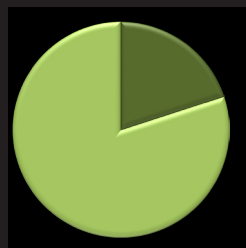
Attendance at Wymondham High

Attendance is crucial to the success of our students and will be a key focus for the Academy this year. We need your help and support to enable us to meet the *School Minimum Target Attendance of 96%*.

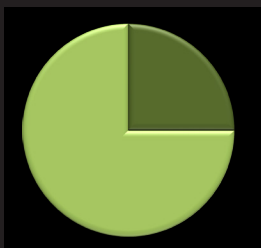
Many of our students do have good attendance. However for those on 92% or below means that on average students missed about 75 hours or more of learning in the year; just imagine the impact this could have on understanding and achievement, especially in the GCSE years. The charts on the right show you the impact that poor attendance has on the amount of learning lost.

This is important to know because Government research shows that there is a direct link between attendance and academic outcomes, in fact their data shows that only 17 missed school days a year (91% attendance) led to one whole GCSE grade DROP in achievement.

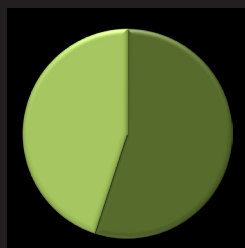
Attendance Matters



95% +
Attendance



91-94%
Attendance



81-91%
Attendance

■ = 5A*S - C
■ = Less than 5C's

£350,000+

More is earned over a lifetime with 5C's

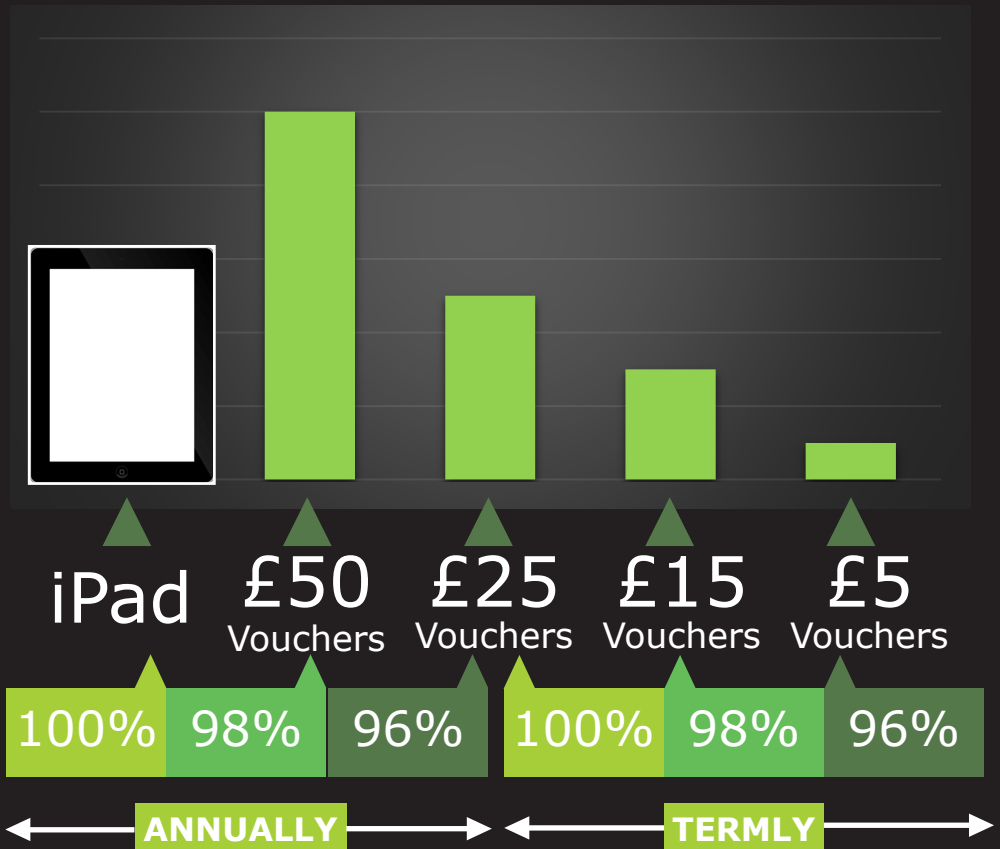
How you can help:

- Arrange medical appointments out of school hours.
- Avoid holidays in term time which under Government guidelines are only legally allowed under exceptional circumstances.
- If support is needed we're always happy to help.
- Please try to reinforce that attendance matters.

REMEMBER: *We can request medical evidence of illness in cases of high absence.*

Rewards

To help encourage students to improve attendance, we have introduced a new reward system so that each week the best Form in each House receives the Golden Meerkat Award which is presented to the winning Form Group and is then displayed in Form. All students who achieve 96% attendance or above each term (and annually) will get an Attendance Certificate and be entered for a prize draw to win vouchers to spend on themselves. Those students who maintain 100% attendance for the year have the chance to win an iPad.



REWARDS

We're offering rewards to all our students for high attendance.

Prizes are awarded after a draw for both term and annual attendance.

Targets

The Government has set a national minimum target of 95% attendance for all schools in England and Wales. However here at Wymondham High, 96% should be achievable, so with your help this is what we will be working towards. At present we are on target - thank you!

Support

We know that for some students attending school can be difficult at certain times, whether this is for medical reasons, learning difficulties or changes in family circumstances. Should you be at all concerned about this, please do contact your child's Head of House and Mrs Sharon Dalgleish, the Attendance Officer or Student Services as soon as possible so that we can work with you to provide whatever support is needed.

Later on you'll see some more information about support that the school can offer our students.

Punctuality and Registration

Students are legally required to be registered for both the morning and afternoon sessions of school. Below is our procedure for not registering or coming in late:

Lunchtime detention on day of lateness



*Failure to attend lunchtime detention will result in sanction escalation - House detention/SLT detention.



Late 3 times within a 3 week period; parents/carers invited to meeting. Formal letter sent home.



If no improvement during 3-week mentoring period; parents/carers invited to 2nd meeting with member of SLT and Action Plan put into place.



Punctuality monitored for further 3 weeks. If no improvement parents/carers requested to attend Governors' Disciplinary Meeting. Student to attend detention on next available inset day.

AM 

Morning Registration

The warning bell goes at **8.30am** and students must be in Form by **8.35am** at the latest, when the legal register is taken. (On Tuesdays students go straight to lesson 1 by 8.35am). If students arrive late between 8.35am and 8.55am they should go straight to their Form room and ensure that their tutor records them as late. If they arrive after 8.55am, they should sign in at Student Services.

Students must attend their own Form. If they have duties to perform (e.g. Prefects) or need to see another teacher in Form time, they must register with their Form Tutor first. If they do not do this, they run the risk of:

- Missing legal registration, being marked as absent when in fact they are present. This causes unnecessary work for the Attendance Officer and distress for parents when contacted about unexplained absence.
- Reduced overall attendance percentage potentially leading to sanctions.
- Missing out on important information provided by their Form Tutors (e.g. about exams, coursework deadlines, vaccinations, school activities/events, detention reminders and extra-curricular opportunities etc).

PM 

Afternoon Registration

The afternoon legal register is taken at the start of period 5 at **1.55pm** *1.15pm on Tuesdays. Students arriving later than this will be marked late and sanctions will be applied as per am registration. Students late to this or any other lesson will adversely affect their own learning and will interrupt the learning of others.

Sanctions

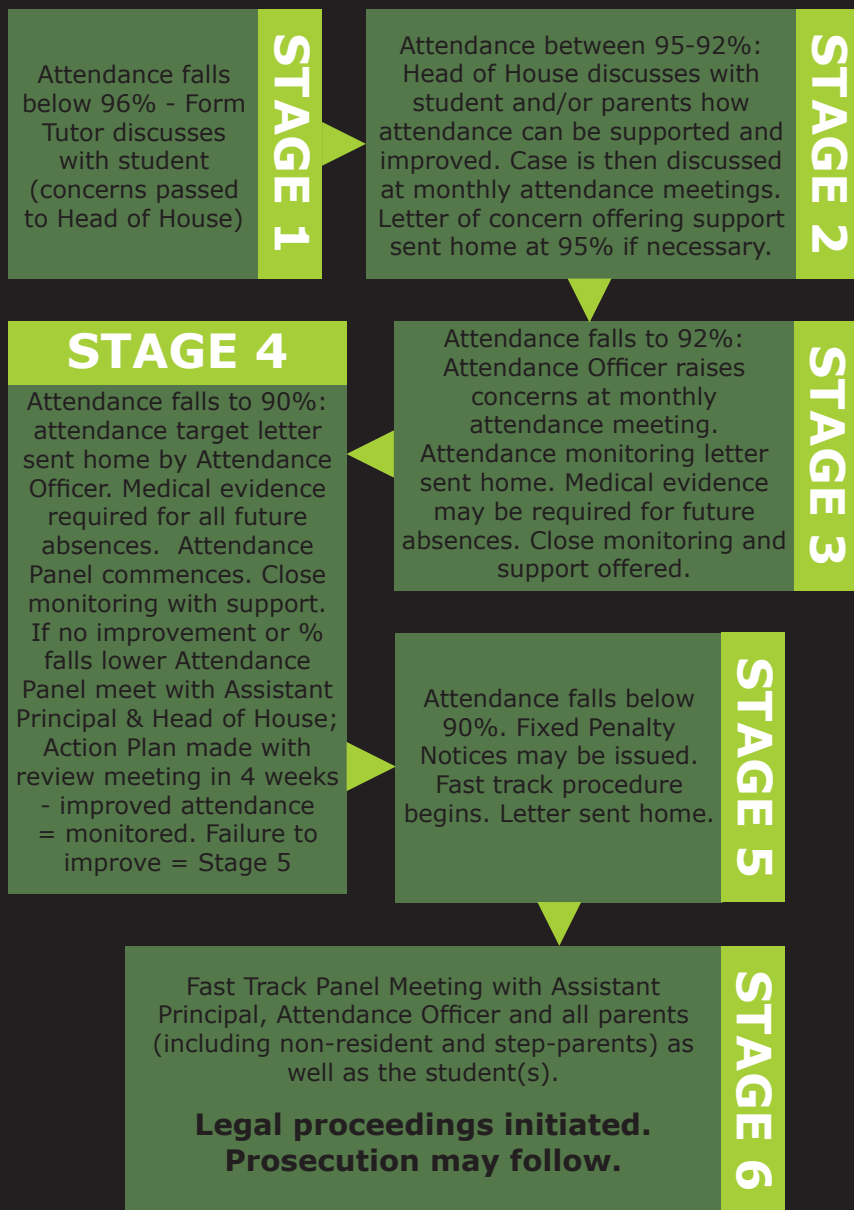
We hope that with the new rewards in place; the excellent support measures we can offer and with parental support, all students should be able to achieve good attendance. However if we do have concerns about attendance and we have not heard from parents/carers, our Attendance Officer Mrs Dalgleish will be in touch.

Should attendance drop below 92%, we will send an attendance monitoring letter home and we may request medical evidence for any further absence. If attendance continues to fall, we would invite parents/carers to an Attendance Support Panel Meeting where a 4-week Attendance Action Plan would be agreed. Unfortunately, if there was no subsequent improvement, we would have to consider fixed penalty notices and moving towards Fast Track procedures including legal proceedings where appropriate.

Ideally, we do not want to have to employ sanctions and we would prefer to be able to support families to improve attendance without resorting to legal procedures. The key will be to work together to overcome any problems.

Concerns about Falling Attendance

Action taken if attendance keeps falling



Support Offered by Us

We want to support your child so that they are happy in school and able to fulfil their potential. Therefore if you have concerns about anything affecting the wellbeing and attendance of your child (such as anxiety, social problems, change of family circumstances or learning difficulties) please contact the Attendance Officer or relevant Head of House as soon as possible.

The school has a wide variety of people who can offer support so that we can work with you to improve attendance. These include:

- Peer Mentors
- Form Tutors
- Heads of House
- Vice Principal (Mr J Rockey)
- Attendance Officer (Mrs S Dalgleish)
- Pupil and Family Support Officer (Mrs G Hunton) who can arrange home visits and refer to external agencies if necessary (such as child mental health, family support workers, drugs and alcohol support organisations and Young Carers).
- Personalisation of timetables, including possible use of The Hub or the Gateway if appropriate.

Medical Absences

Long-Term

Unfortunately, some students do need extended time off school due to significant health issues. If this is the case, parents should advise the school (Attendance Officer/ Head of House) as soon as possible so that we can provide any support needed.

We are able to arrange for work to be sent home if appropriate and may also be able to offer other forms of support within school and home.

After long-term medical absence it may be appropriate to consider a phased re-entry in to the school. This can be discussed with the Head of House/Attendance Officer and tailored to the particular needs of the student.

Medical Appointments

Every effort should be made to make medical appointments (doctor/dentist/optician etc) outside of school hours. We do appreciate that this is not always possible for hospital or orthodontic appointments.

Holidays During Term Time

Following Government directives; holidays during term time will not be authorised except under significant extenuating circumstances.

Leave of Absence forms are available on our website and from Reception, Student Services or the Attendance Officer.

