



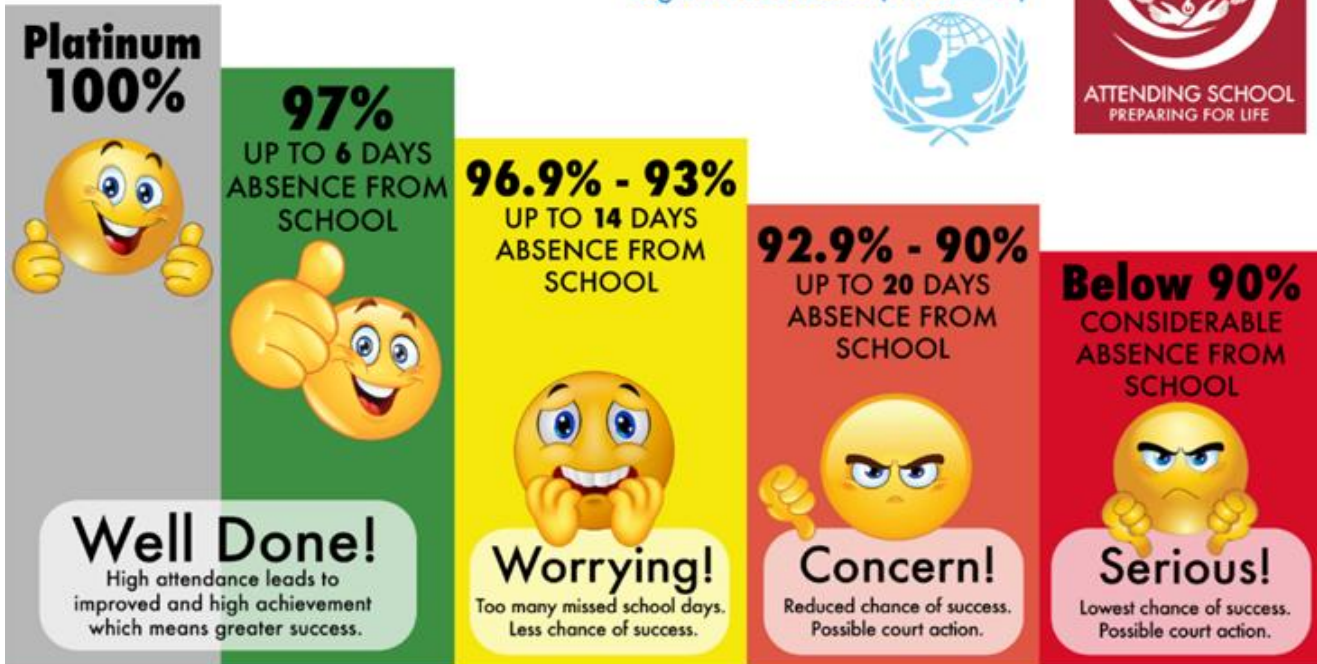
12th September 2024

Edward Worlledge Ormiston Academy – Attendance and Expectations

It is our expectation that children attend the academy every day on time.

WHAT IS YOUR ATTENDANCE?

Right to education (Article 28)



There are 175 non school days a year.
That's plenty of time to go on visits, holidays, shopping and other appointments.

We are aware that it is sometimes the case that a medical appointment will need to be taken during the academy day. In this case we would expect a copy of the letter/appointment card to be shown at the main office and the child to attend before and after if possible.

We are also aware that sometimes children become unwell, it is our expectation that children attend the academy with slight coughs and colds (We can administer medicine at school). If the child is unable to come to school due to illness, we expect that an adult from the household has called the academy to let us know on the day before 8.30am, with a description of the illness and estimated date of return. We have a responsibility to investigate absences, so please don't be offended if you are questioned around your child's non-attendance.

Leave of absence requests will need to be filled in for any other reason of absence e.g. Holiday, funeral, wedding, religious ceremony. These can be collected from the academy office or are available via our website. The academy will not authorise family holiday in term time without exceptional circumstances.

In line with the changes in DfE legislation, any unauthorised leave of absence which meets the threshold of 10 sessions will be referred to the Local Authority and may be eligible for a FPN. (Norfolk Attendance Guidance and additional information is attached).



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If a child is absent from the academy and we do not know why we will do the following: -

1. Call first contact on our list.
2. If no reply from first contact calls to all other contacts on our list will be made.
3. Send an absence text.
4. If no contact is made and the child is still absent on day 2, we will conduct a home visit to check on the welfare of the child and family.
5. If we can get no contact after these steps, we may refer to the police or children's services for further assistance.

We monitor children's attendance in the academy very closely and parents will receive a postcard reminder if there have been late arrivals, contact issues, or a pattern in absence developing.

We use a variety of interventions when a child's attendance starts to drop, you may be invited for an informal chat, or receive an early intervention letter asking you to contact the academy to discuss any absences at a time convenient to you.

If your child's attendance drops below 90% they are classed as a persistent absentee and you may be invited to attend an Attendance Support Panel or legal intervention may occur.

Attendance Rewards

In the academy we believe that attendance is extremely important and so will promote good attendance in the following ways: -

- We will have a Dojo incentive (set each week), if a child attends school every day that week, they will be rewarded with that many dojos
- Each half term we run an attendance reward for any pupils achieving 100% attendance
- Each half term parents will receive a "well done" email if their child has achieved 96%+ attendance
- If a child's attendance is 100% at the end of term, they will receive a badge. This will range from bronze, silver, and gold for each term, with the challenge to collect all 3
- At the end of the year we hold a special attendance assembly where we present our Gold badges and medals to our leavers who have achieved outstanding attendance throughout their time at Worlledge.
- We will offer support wherever we can to any family who needs it (Contact the office and ask for Mrs Harvey or Miss Naphine)

Our aim is that all pupils enjoy attending the academy, making successful progress with their learning.