

Helpful Hints

1. Please download and use the Arbor App or website to report any absence due to illness.
2. Book routine medical / dental / optician appointments for after school or during school holidays.
3. Notify the school, well in advance, of any medical appointments and bring in appointment cards / letters.
4. Respond promptly to school enquiries about unexplained absence.
5. Provide evidence, such as a letter from the hospital, for whole day medical appointments.
6. Keep us well informed of any ongoing medical conditions that may affect your child's attendance.
7. Do not take a holiday during school time.
8. Make sure you have alternative arrangements for a friend or relative to bring or collect your child in an emergency.
9. If you are not sure whether your child is well enough to attend school, bring them anyway. They often perk up during the day but we will contact you if they don't.
10. If your child has a well-known childhood illness, contact the school for advice about recovery time.
11. Always make sure we have an up-to-date telephone number for you.

The Academy of Woodlands

Woodlands Road

Gillingham

Kent ME7 2DU

Providing help and support

Attendance Officer

Mrs Zowie Wood

**Pastoral Welfare Manager and
Safeguarding Lead**

Mrs Sarah Palmer

Family Liaison Officer

Mrs Isha Dibua

01634 336688



inspiring the journey for
independence together



Attendance / Absence



Every school day counts!

Telephone:

01634 336688

E-mail:

school.office@aow.uk.com

We each have our part to play to ensure your child makes the most of their education.

We welcome your support and value your involvement.

The Law



Your child must receive full-time education. As a parent or carer, you are responsible for making sure this happens. Irregular attendance will undermine your child's education. A low attendance rate will seriously slow down your child's educational progress; affect their learning and their friendships. The national average is 96%.

Monitoring Attendance

Daily attendance is compulsory from the 5th birthday. Children are expected to attend school with a percentage of over 96%. The school has a 'five-step' approach to monitoring absence and lateness.

Monitoring Steps

1. Telephoning home on the first day of absence if no information received.
2. Termly checking of attendance with the Attendance Advisory Practitioner.
3. Inviting parents / carers to a Meeting with our Family Liaison Officer.
4. Referring low attendance to the Attendance Advisory Practitioner.
5. Fixed Penalty Notice or prosecution.

Lateness



Lateness may be referred to the Attendance Advisory Practitioner and can provide grounds for prosecution.

Please ensure that your child attends school every day in time for registration. School gates open at 8.35 am. Those children who walk to school alone must be encouraged to walk directly to school, as quickly as possible, in order to keep themselves safe.

If your child arrives after 8.55am they will need to enter via the school office to sign in. The register officially closes at 9.30am; children arriving after this time will receive an unauthorised late mark and will be marked absent for the whole of the morning session.

Holiday in School Time

You do not have an automatic right to take your child on holiday during school time.

The Law does not permit a child's absence to be authorised for a holiday during school time, except in the most exceptional circumstances, at the discretion of the Headteacher.

If you take a holiday during school time, you may receive a Fixed Penalty Notice of £80 per adult, per child, if you pay within 21 days. Or £160 per adult, per child, if you pay within 28 days.

Authorised Absence

Only the Headteacher can authorise absence. They are not obliged to accept your explanation. Absence may be authorised for various reasons eg: sickness, a one-off event, family bereavement or a public performance.

Absences will not be authorised if:

- Another member of the family is ill
- The family have overslept or had a late night
- There are problems with uniform / clothing
- You have forgotten school dates
- Your child attends a medical/ dental appointment for more than half a day, without written proof that this is necessary
- There is an annual family event, such as a birthday
- You take your child shopping
- The weather is bad
- Your child's attendance is below 95%.

