

How can I improve attendance?

Good morning & evening routines (minimum 8 hours sleep)
Limit your use of technology eg computers, phones (stop 1 hour before bed)
Allow time in the morning for breakfast, getting ready & travelling to school
An alarm clock
Get equipment ready the night before

What else will help my attendance?

Parent / carer shows interest in schoolwork, communicates with school and praises good attendance.

Why is good attendance important?

- Children who attend school consistently are more likely to **achieve academically** eg do better in exams and improve life outcomes.
- **Gaining Knowledge and skills** that are crucial for personal and professional growth. Missing days means missing valuable learning opportunities.
- School **provides a vital social environment** for children and adolescents to interact with peers, develop friendships, and learn essential social skills (connect).
- School attendance creates a **structured routine** in children's lives, teaching them life skills such as time management and responsibility.
- Regular attendance allows for **meaningful teacher-child interactions** with individualised support and monitoring of progress.
- Good attendance **prevents knowledge gaps**.
- Children with consistent attendance are more likely to engage in extracurricular activities, sports, and other **enriching experiences that contribute to their overall development**.
- **Parents or guardians are legally responsible** for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- High levels of school attendance contribute to the overall **well-being of communities**.
- To **build resilience**.
- To support **next steps** (college, an apprenticeship or university)

What is PA?

Persistent absence is a student missing 10% or more of their possible school sessions during an academic year (19 days). This can lead to significant gaps in learning and negatively affect academic success and social development.

Holidays

The new guidance (August 2024) introduces several key changes to the rules regarding school attendance during term time.

Head Teachers have discretion to authorise holidays in exceptional circumstances, but it is not an automatic entitlement. Authorisation by the Headteacher is required for all holidays.

Families can be fined by the local authority for unauthorised absence (£80 if paid within 21 days / £160 if paid within 28 days)

Penalty notices can be issued by Headteachers, Deputy Heads, Local Authorities, or the Police. Fines are issued per parent per child and capped to 2 fines within a 3-year period.

Schools must consider a fine if a pupil has 10 sessions of unauthorised absence in a rolling period of 10 school weeks.

175 NON SCHOOL DAYS IN A YEAR 175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments					
190 DAYS FOR YOUR CHILD'S EDUCATION EACH YEAR	10 DAYS ABSENCE 180 DAYS OF EDUCATION	19 DAYS ABSENCE 171 DAYS OF EDUCATION	29 DAYS ABSENCE (A TERM MISSED) 161 DAYS OF EDUCATION	38 DAYS ABSENCE 152 DAYS OF EDUCATION	47 DAYS ABSENCE 143 DAYS OF EDUCATION
100%	95%	90%	85%	80%	75%
Good		Worrying		Serious Concern	
Best chance of success. Gets your child off to a flying start		Less chance of success Makes it harder to make progress		Not fair on your child	

Essential absence – medical

It is the responsibility of parents / carers to let the school know the reason for their child's absence as soon as possible before 9am on every day of absence. Please email emma.davies@wdl.mmat.co.uk or call 01939232372 and ask for Emma Davies.

Absence due to physical or mental illness. Clear communication and collaboration between schools, parents and health professionals is emphasised. Schools should not routinely request medical evidence for illness absences, only where there is genuine doubt about the authenticity of the illness. In cases of evidence-based school non-attendance (EBSNA) schools should consider the significant emotional component, particularly in relation to mental ill-health. Schools can authorise absences for limited reasons.

Unauthorised absence

- Absent without reason
- Truancy before or during the school day
- Arrival at school after registration has closed
- Absence due to shopping, birthdays or looking after other children
- Mild student illness

Authorised Absence

- Absence for sickness approved by school
- Medical or dental appointments which unavoidably fall during school time
- Religious or cultural observances
- Absence due to a family emergency
- Sports events, music assessments and competitions (Approved by school)

Academic Year 2026 – 2027

Term	Start	Finish
Autumn Term 2026	Wednesday 2nd September 2026	Friday 18th December 2026
Half term holiday	Monday 19th October 2026*	Friday 30th October 2026*
Christmas Holiday	Monday 21st December 2026	Friday 1st January 2027
PD days	*Tuesday 1 st September, Monday 19 th October, Tuesday 20 th October and Wednesday 21 st October 2026	
		(No students in school)

Term	Start	Finish
Spring Term 2027	Monday 4th January 2027	Thursday 25th March 2027
Half term holiday	Monday 15th February 2027	Monday 22nd February 2027*
Easter Holiday	Monday 29th March 2027	Friday 9th April 2027
Bank Holiday	Friday 26th March 2027 (Good Friday)	School closed
PD day	Friday 12 th February 2027*	(No students in school)

Term	Start	Finish
Summer Term 2027	Monday 12th April 2027	Friday 23rd July 2027
Half term holiday	Monday 31st May 2027	Friday 4th June 2027
Bank Holiday	Monday 3rd May 2027	School closed
Summer Holiday	Monday 26th July 2027	

Punctuality expectations

- Students should arrive before 9am.
- Late arrivals should be communicated to reception on 01939 232372 or via email to emma.davies@wdl.mmat.co.uk
- We expect all students to arrive in time for all lessons.

Impact of lateness		
5 minutes late	15 hours a year	3 days
10 minutes late	30 hours a year	6 days
15 minutes late	50 hours a year	10 days
Statutory register closes 30 minutes after opening (9.00 – 9.30am at Woodlands) Code L – Arrive within 30 minutes of register opening Code U – Arrive after register closed		

Examinations

All students must attend external exams on time as these dates / times are set by the examinations boards and cannot be changed. If your child fails to attend an external exam, parents / carers will be charged the cost of the examination.