

WILDERN SCHOOL

ATTENDANCE NEWSLETTER

Dear Parents and Carers,

Welcome to our start of year Attendance Newsletter. Good attendance at school is essential for your child's educational progress, wellbeing, and future opportunities. Below you will find key statutory updates, guidance on attendance thresholds, and practical advice on supporting your child.

1. Working Together to Improve School Attendance

In line with Department for Education (DfE) guidance, schools and local authorities work closely with families to ensure every student maintains high levels of school attendance. Regular attendance builds confidence, strengthens peer relationships, and ensures students do not fall behind in their learning.

 **Key Reminder: Target Attendance is 96% and Above.**
Every single day in school counts. Missing just 10 days of school across an academic year drops a child's attendance below 95%.

2. Punctuality & Late Arrival Procedures ('U Code')

Punctuality is crucial to ensure a smooth start to the school day. We expect all students to arrive at school by 8.25am so that P1 can start promptly at 8.30am. Please note our arrivals and late registration process:

- **Arrival between 8:30am – 9:10am:** Students arriving during this window will be escorted to an alternative tutor base to avoid disruption to ongoing tutor sessions.
- **Arrival after 9:10am:** Students arriving after 9:00am must report directly to The Student Hub to sign in.
- **Unauthorised Late Code ('U Code'):** Where there is not a valid reason provided for the late arrival after 9:00am, the student will be marked with a 'U' code. In statutory records, a 'U' code is classified as an unauthorised absence for the entire morning session.

Escalation Framework for Accrued U Codes:

- 5 U Codes Accrued: Parents/carers will be invited to a formal meeting with the Director of Progress & Achievement (DOPA), where an Attendance Contract will be drawn up.
- Further 5 U Codes (10 Total): A formal Notice to Improve will be issued.
- Further 2 U Codes (12 Total): A Fixed Penalty Notice (FPN) will be issued.

3. School Attendance Intervention Stages

To keep parents fully informed, our attendance intervention stages are outlined below to ensure early support is provided before attendance concerns escalate:

Stage	Attendance Level / Trigger	Actions & Support Provided
Stage 0:	6 missed sessions in a half term	Your child's tutor will make contact to check if everything is okay.
Stage 1:	10 missed sessions	Supportive letter sent asking parent to get in touch if support is needed
Stage 2:	20 missed sessions	Invitation sent to meet with DOPA / Attendance Office to discuss potential barriers and to put support in place if needed. Internal monitoring by Tutor / Pastoral Team.
Stage 3:	30 missed sessions	Medical evidence required to enable us to authorise any further absences.
Stage 4:	40 missed sessions	Formal meeting with DOPA. Attendance contract agreed. If no improvement after 2 weeks a Notice to Improve will be issued. Contact with Hampshire team / Childrens Services via an Inter Agency Referral (IARF) to seek external support may be made.
Stage 5:	45+ missed sessions	A referral to Hampshire County Council Legal Intervention Team or a FPN will be issued

4. Attendance Percentages & Impact on Learning

Attendance Rate	Days Absent / Year	Educational Impact & Category
100%	0 Days	Outstanding – Maximum learning & social development.
96% - 99%	Up to 7.5 Days	Good – Target range for all pupils.
90% - 95%	10 to 19 Days	Needs Improvement – Equivalent to missing up to 4 weeks of school.
Below 90%	20+ Days	Persistent Absence (PA) – Significant concern; support plan required.

5. Reporting Absences & Key Procedures

If your child is unable to attend school due to illness or an unavoidable appointment, please follow these procedures:

- **Contact School Early:** Notify the school office by 8:30 AM on each day of absence via phone or the attendance reporting app.

- **Medical Appointments:** Where possible, arrange medical and dental appointments outside of school hours or provide appointment evidence. Ideally, where possible students should come into school prior to medical appointments and return afterwards.
- **Leave of Absence in Term Time:** Headteachers will not grant any leave of absence during term time unless exceptional circumstances apply. Applications must be submitted in advance using the official request form.
- **Support & Contact:** If your child is struggling with attendance, anxiety, or school routine, please reach out to our Pastoral Team early so we can put support in place.



Contacting the Attendance Team

- Attendance Absence Line: 01489 (Option 1)
- Email: attendance@wildern.org
- School Office Hours: Monday – Friday, 8:00 AM – 4:00 PM

6. Our Primary aim is to work in collaboration with you

Above all, please remember that our primary aim is always to work in true collaboration with our students and families. We understand that every family's circumstances are unique and that challenges with attendance or morning routines can sometimes feel overwhelming. We are here to listen, support, and work alongside you, never in judgment. If your child is struggling for any reason, please reach out to us as early as possible so that we can listen to your voice, understand your child's needs, and build a positive plan together to help them thrive at Wildern.