

Attendance Information for Parents

Wyvern College

The importance of school attendance- every day counts

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and several extra familial harms, including crime (the proportion of children that had been cautioned or sentenced for any offence that had ever been persistently absent was 81% and for serious violence offence was 85%).

Wyvern expects all students to maintain an attendance of above 95% and to strive for above 97%. Attendance below 95% is considered a cause for concern and the school will seek to work with parents in partnership to improve the child's attendance through supportive measures first. Where support has been offered and either not engaged with, or was not effective, the school is expected to protect the child's right to a full-time education by working with the local authority to improve attendance through Attendance Legal Intervention measures if necessary.

How to monitor your child's attendance

We provide several tools and resources to help you stay updated on your child's attendance and punctuality:

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- **EduLink App:** The EduLink App gives parents quick access to important attendance and achievement information:
 - **Daily Lesson Attendance:** Track attendance and punctuality for each lesson every day.
 - **Cumulative Attendance:** View cumulative attendance over the month or academic year.
 - **Subject Attendance:** Monitor attendance and punctuality in individual subjects to help identify any patterns.
 - **Achievement Record:** See your child's achievement record, where house points are awarded weekly for 100% attendance and punctuality, supporting and celebrating their consistency.
- **Half-Termly Absence Reports:** These detailed reports provide a day-by-day breakdown of absences and late marks, making it easier to identify patterns and support good attendance.

With these tools, you'll have a complete view of your child's attendance and achievements, allowing you to stay involved in their school journey and celebrate their successes.

Rewards and recognition

To encourage and celebrate consistent attendance, we have implemented several rewards and recognition strategies:

- **Praise Trips:** Students with outstanding attendance may qualify for exciting praise trips, providing an additional incentive to attend regularly.
- **Weekly Recognition:** Each week, students who maintain good attendance and punctuality are awarded house points. These points contribute to our house system, building a sense of pride and friendly competition.
- **Termly Praise Postcards:** Students who demonstrate strong attendance each term receive praise postcards as a personal acknowledgment of their commitment.
- **Celebration Assemblies:** Strong attendance is celebrated in year group assemblies, where students with exemplary attendance records receive rewards and recognition.
- **Half-Termly Absence Reports:** Students with low absence rates are acknowledged via praise comments in half-termly absence reports, congratulating them for their dedication.

We aim to motivate all students to attend school regularly, and we're proud to recognise those who do.

Key contact for attendance queries

Please direct all attendance queries to our Attendance Officer:

Mrs Clark- k.clark@wyvern.hants.sch.uk

Support available

Support in school

We are committed to working together with parents and students to identify and address any barriers to attendance. By collaborating closely, we can develop effective support strategies to help students maintain consistent attendance.

- **Identifying Barriers:** We understand that there may be various challenges impacting a student's ability to attend regularly. By working together, we can uncover these barriers and consider how to best support your child.
- **Support and Adjustments:** Our pastoral team is ready to discuss and implement reasonable adjustments to overcome your child's barriers to attendance. These adjustments might include additional resources, flexible strategies, or support tailored to individual circumstances. We will also work with you to identify your role in improving your child's attendance.
- **Open Communication:** To make a difference, we rely on open communication from parents. If there are issues impacting your child's attendance, please reach out to us. Together, we can create a positive plan to support your child's success and wellbeing.

By working in partnership, we can ensure that every student has the support they need to overcome challenges and attend school regularly.

Information relevant to mild anxiety in relation to school

In recent years, we have seen an increase in students reporting that anxiety is a primary reason for difficulties in attending school. These resources are designed to help children and young people if they are feeling worried about school.

- [A guide by YoungMinds charity for parents](#) on school anxiety and refusal.
- [BBC parents' toolkit](#) on how parents can help their child get through tough times.

We can also offer in-school support with anxiety issues. Please contact your child's Pastoral Team or the Attendance Officer to discuss this if your child would like this support.

General information relevant to children and young people's wellbeing and mental health

These resources are dedicated to children and young people's general mental health and wellbeing, with a particular focus on mindfulness and developing coping skills in young people.

- [Place2Be](#) has a host of mental health resources available. They organise Children's Mental Health Week every year.

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- Anna Freud: [self-care strategies for young people](#) feeling low or anxious and [self-care tips for parents and carers](#).
- [SafeSpot](#) is an iPhone and Android app that promotes positive mental wellbeing in children and young people and has been designed to help children and young people with their coping skills.
- [BBC's wellbeing resources](#) for families.
- Young Minds: [a letter about how I'm feeling](#): worksheet to help young people express their feelings and understand what may have triggered them. For use with young people in school or at home.
- [NHS Every Mind Matters](#): Looking After Your Mental Health Resources aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing by promoting a range of self-care actions.

Reporting an absence

All absences must be reported to the College by 8:15 a.m. on the day of the absence.

- **Reporting via Edulink App:** Parents/carers are requested to use the Edulink app to notify the College of any absences. To report an absence, log into Edulink, select the 'bell' icon, choose the appropriate start and end dates/times when prompted, enter the reason for absence, and press 'send.' A green tick will confirm successful submission. Notifications can be submitted at any time but must be sent before 8:15 a.m. on the day of the absence.
- **Alternate Reporting Methods:** If the Edulink app is unavailable, absences can also be reported by 8:15 a.m. via phone at 02380 692679 (select option 1, or extension 255) or by email at welfare@wyvern.hants.sch.uk. Please include the student's name, tutor group, reason for absence, and the anticipated date of return. A written note is only required if the absence has not been previously reported via Edulink, phone, or email; such notes should be submitted to the Welfare Office.
- **Daily Reporting Requirement:** For safeguarding purposes, parents/carers are required to inform the College of their child's absence each day they are unwell, unless it has been previously specified that the student will be absent for a set number of days. Wyvern College cannot assume that a student remains unwell without daily notification, as attendance is not automatically carried over.

Identifying reason for absence when no reason has been given

Wyvern College uses the 'SIMS InTouch' system to monitor daily attendance. If a student is not present for registration and no reason for absence has been provided, an automated text message will be sent to the parent/carer on record. The notification will state: "<First name> has been absent on the following date. Please respond by specifying the reason for absence."

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Parents/carers are expected to reply promptly to this message to ensure the absence reason is updated in our system. If no response is received, additional messages may be sent, and, if necessary, the College will make further contact to confirm the reason for absence.

Reporting late arrivals

If a student will be late due to an appointment, parents/carers are asked to report this by 8:15 a.m. A note in the student's logbook is required unless the late arrival has been reported via phone or message. Upon arrival after morning registration, students must sign in at Student Services or the Welfare Office.

Medical appointments

Whenever possible, please make all medical appointments outside college hours. If an appointment is made during the college day, your child should come to college first and return after their appointment. Please ensure that we have evidence of any appointments i.e., an appointment card, letter or note in the log book signed by a parent.

Please be aware that appointments or illness of a student should not affect the education of their siblings. If a student has an appointment (particularly at the beginning or end of the college day) arrangements should be made to ensure that siblings are dropped off or collected from school at the normal time.

Illness

It is usually appropriate for parents and carers to send their children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above.

If you are not sure whether to send your child in to school or not, please contact our Welfare Office for advice welfare@wyvern.hants.sch.uk or 023 80 692679 x 255. Please also remember that any medication brought into school should include the child's name, dosage and date on an official label. Furthermore, make sure any medication we store at Wyvern is in date, and don't forget to collect/return medication during the holidays if necessary.

The following table summarises the NHS guidance, [Is my child too ill for school?](#):

Condition	Send my child to school or keep at home?	Comments
High temperature	Keep at home	If your child has a high temperature , keep them off school until it goes away.

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(38°C or above)		
Feeling anxious or worried	Try to send to school and work with the school to identify and resolve triggers of the anxiety	It's normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. You can also work with the school to find ways to help them. If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP or school nurse. Find information and advice about how to help children with anxiety
Coughs and colds	Send to school unless high temperature	It's fine to send your child to school with a minor cough or common cold . But if they have a high temperature, keep them off school until it goes. Encourage your child to throw away any used tissues and to wash their hands regularly.
Chickenpox	Keep at home until all the spots have crusted over	If your child has chickenpox , keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.
Cold sores	Send to school	There's no need to keep your child off school if they have a cold sore . Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.
Conjunctivitis	Send to school unless they are feeling very unwell	You don't need to keep your child away from school if they have conjunctivitis , unless they are feeling very unwell. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.
COVID-19	Send to school unless they have symptoms of COVID-19 and they either: have a high temperature and/or do not feel well enough to go to school or do their normal activities	If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school. Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either: <ul style="list-style-type: none"> • have a high temperature • do not feel well enough to go to school or do their normal activities <p>What to do if your child has tested positive Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms. But if your child has tested positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test.</p>

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Ear infection	Keep at home until they feel better or their high temperature goes away	If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.
Hand, foot and mouth disease	Send to school	If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.
Head lice and nits	Send to school	There's no need to keep your child off school if they have head lice . You can treat head lice and nits without seeing a GP.
Impetigo	Keep at home until all the sores have crusted over and healed or for 48 hours after starting antibiotics	If your child has impetigo , they'll need treatment from a pharmacist or GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.
Measles	Keep at home for at least 4 days from when the rash first appears	If your child has measles , they'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.
Ringworm	Send to school once your child has started treatment	If your child has ringworm , see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.
Scarlet fever	Keep at home until 24 hours after starting antibiotics	If your child has scarlet fever , they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.
Slapped cheek syndrome (fifth disease)	Send to school	You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious. But let the school or teacher know if you think your child has slapped cheek syndrome.
Sore throat	Send to school unless they have a high temperature	You can still send your child to school if they have a sore throat . But if they also have a high temperature, they should stay at home until it goes away. A sore throat and a high temperature can be symptoms of tonsillitis .
Threadworms	Send to school	You don't need to keep your child off school if they have threadworms . Speak to your pharmacist, who can recommend a treatment.

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Vomiting and diarrhoea	Keep at home until they have not been sick or had diarrhoea for 48 hours	Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).
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Long-term illness

Please talk to us if your child has a chronic or long-term illness as there are a number of ways your child can maintain some education. It is imperative that, if there are long-term illnesses, that you communicate with the college about these. We can ensure there is appropriate support in place. You will also be expected to provide medical evidence for an absence of seven days or more.

Acceptable medical evidence

To authorise absences due to illness, the College may request medical evidence. Acceptable forms of medical evidence include:

- An appointment card indicating the student's name and date of absence
- A prescription with the student's name and relevant date of absence
- Medication labelled with the student's name and date of absence
- A hospital or specialist letter or appointment card indicating the student's name and date of absence

Providing one of these forms of evidence will help ensure the absence is recorded accurately as authorised.

Requesting Leaves of Absence

The Headteacher has the discretion to grant term time absence only in exceptional circumstances. Under DFE guidance, family holidays would not meet the criteria of exceptional circumstances and would be unauthorised. Any such absences could result in the issuing of a £160 fixed Penalty Notice to each parent for each child absent. For any request for leave of absence during term-time, we ask that parents complete a 'request for leave of absence' form and submit this in advance of the absence. This form can be found on the attendance page of the school website: [Attendance - Wyvern College - Think Grow Care.](#)

Note, it is important that parents understand that the school is only able to issue two Penalty Notices within a three-year rolling period, so if there are further instances of unauthorised absence that meet the national threshold within this timeframe it is possible a referral to the local authority Attendance Legal Intervention Team will be made which can lead to a prosecution.

Lateness

The College has a centralised system used for monitoring lateness to tutor time and to lessons. A student's weekly count of lates will include both tutor time and lesson lates. Sanctions are applied based on the following thresholds:

- 1–3 Lates per Week: No sanction
- 4–6 Lates per Week: 30-minute after-school detention
- 7+ Lates per Week: 75-minute after-school detention

If a student receives a sanction for lateness and parents would like further details they should contact detentions@wyvern.hants.sch.uk.

School support and accountability for low attendance

Wyvern monitors all students' attendance and punctuality, and the Attendance and Pastoral Teams meet regularly to identify concerns and offer support and accountability for families. We adopt a 'support first' approach. However, if this is not engaged with, or not successful in raising a student's attendance we are required to pursue more formal accountability measures, which can include Attendance Legal Interventions to protect a child's right to a full-time education.

Broken weeks monitoring

When a pattern of repeated non-completion of full weeks at school is identified the following action is taken:

- **Broken Weeks Letter** notifying the parent where a student does not complete continuous full weeks at school

Cumulative attendance monitoring

When a student's attendance falls below 94% (greater than 6% absence) the following action is taken:

- **Stage 1 Letter** – Formal letter notifying the parent that their child's attendance has dropped below 94% and is a concern
- **Stage 2 Letter**– Formal letter expressing our continued concern that a student's attendance now fallen below 90% (greater than 10% absence). The Pastoral Team will call home to discuss reasons for absence and offer support
- **Stage 3 Letter** – Formal letter expressing further concern that a student's attendance has either remained below 90% for a sustained period or has now fallen to below 80% (greater than 20% absence). The Pastoral Team will invite the parent and student for a meeting to further plan how to improve the student's attendance and discuss next steps if this is not effective. Support will be

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offered and the expectation made that the parent provides medical evidence to support absence related to illness and they will be advised that absences will be unauthorised unless evidence is provided

- **Notice To Improve Attendance Planning Meeting**- If sustained improvement is not seen, a formal Notice To Improve letter is issued and the parent will be invited to a meeting with a member of the Senior Leadership Team to discuss attendance issues and a final offer of support will be made prior to Attendance Legal Intervention
- **Penalty Notice**- If sustained improvement is not seen a Penalty Notice will likely be issued. If this does not improve attendance a second Penalty Notice will likely be issued
- **Attendance Legal Intervention Team referral**- If two Penalty Notices have been issued in a three-year rolling period and sustained improvement in attendance is not seen a referral to the local authority Attendance Legal Intervention Team will be made. The local authority then make a decision whether to pursue a prosecution or other measures.

Unauthorised absence monitoring

Separate from the monitoring above, if a student's number of unauthorised absences meet the **national threshold** the school will review whether to issue a Penalty Notice (or if two have already been issued in a three-year rolling period whether to make a referral to the Attendance Legal Intervention Team). The national threshold is:

10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Note- each school day has two sessions (AM and PM), so the national threshold equates to 5 days of unauthorised absence in 10 school weeks.

Penalty Notices

A Penalty Notice can be issued either as part of the cumulative attendance monitoring after a Notice To Improve letter has been sent or if a student's unauthorised absence level meets the national threshold, or both.

For more information see the Guide to Penalty Notices on the attendance page of our college website:

[Attendance - Wyvern College - Think Grow Care](#)

Legal Intervention Team Referral

If a student's attendance does not improve despite our support efforts, we may need to make a referral to the Attendance Legal Intervention Team at the local authority. We typically only make this referral after all other collaborative efforts have been exhausted. This team collaborates with schools to address persistent absence through additional support and, if necessary, legal intervention. It is up to individual schools and local authorities to decide whether to involve the Attendance Legal Intervention Team in each case, after carefully considering the specific circumstances of the family.

If a referral is made, the local authority has several options to encourage improved attendance, including:

- **Attendance Contracts:** Agreements made with parents and students outlining expectations for improved attendance.
- **Education Supervision Orders:** Court orders placing students under the supervision of the local authority to ensure school attendance.
- **Attendance Prosecution:** Legal proceedings taken against parents who fail to ensure their child's regular attendance.
- **Parenting Orders:** Orders that require parents to attend counselling or guidance sessions to support their child's attendance.
- **Penalty Notices:** Fines issued to parents for unauthorised absences.

The goal of any intervention is to support students and families in overcoming barriers to attendance, ensuring every student has the opportunity to engage fully with their education.

Attendance Policy

This guide is aimed at key information parents need to know about attendance. If you would like to view the college's Attendance Policy it is available on the attendance page of our college website: [Attendance - Wyvern College - Think Grow Care](#)