



2nd October 2024

Dear Parent

Re. West Coventry Academy Attendance Expectations 2024/25

School Attendance Target 95%

At **West Coventry Academy** we place an emphasis on the importance of regular and punctual school attendance. We believe through good attendance at school, children will achieve higher attainment, have better opportunities, and establish good habits that will support them throughout their lives. We understand that there may be unavoidable circumstances on occasions when your child is absent from school, and we would like to take this opportunity to remind you of the school absence procedures:

Illness

Occasionally, your child may wake up on a school day and say that they feel unwell. Parents will assess and decide if they think their child is well enough to attend school or needs to be kept at home. If your child has no temperature but has minor ailments such as, a headache or earache then (as with adults) medical advice is to give them paracetamol or other medication and send them to school. We will always contact you if your child's condition worsens or if we believe it is contagious such as chicken pox, vomiting, etc. If you decide your child is unable to attend school due to illness the following procedure applies:

- **If a child is absent from school parents should contact the school on each day of absence by 8.30am to inform the school of the reason for absence.**
Please email wcastudentabsence@westcoventryacademy.org with your child's name and tutor group, reason for absence, your name and relation to child.
- **Parents are expected to maintain contact with the school throughout the absence.**

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. Further evidence of a child's illness may be requested if their attendance is an ongoing concern.

Medical and Dental Appointments

- Where possible such appointments should be booked outside of school hours
- **When a pupil has a medical or dental appointment this should be confirmed with an appointment card or letter.**
- Pupils are expected to attend school prior to the appointment and return to school after the appointment. Any absence outside of the appointment/travel time will not be authorised.

Unexplained absences

Unexplained absences from school give serious cause for concern as the school is unable to confirm the whereabouts and safety of a child.

- School registers are checked for any absences where there has been no contact by parents.



- School staff will attempt to make contact with parents to ascertain a reason for the child's absence from school. This may be by telephone call, text or email.
- Where we are unable to ascertain a reason for absence, it may be necessary to call other emergency contacts provided.
- In an event of prolonged absence with no contact from home, school will make referrals to the CSAWS Attendance and Welfare Officer to complete a home visit, failing that, contact may be made with the police to undertake a safe and well check.
- **Schools are required to have more than one emergency contact for each pupil.**
- **Please ensure the school has up-to-date addresses and telephone numbers**

Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

- We ask parents to ensure that their children are in school and ready to learn by **8.30am**. The formal school day starts at **8.40am**.
- Children arriving after **8.45am** will be late for school and must register with the member of staff on the student entrance gate. After 9.00am students must sign in at reception.
- **School registration will close at 9.15am**. Where a pupil arrives after the register closes this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).

Holidays in Term Time

Holidays in term time will not be authorised.

Any request for leave of absence in term time that is a rare exceptional circumstance, must be requested in writing to the Headteacher. The Headteacher's decision is final, and any unauthorised holidays may result in a fixed penalty notice issued by Coventry City Council. A new National Framework for Penalty Notices has been introduced and the regulations have come into effect from the 19th August 2024:

There has been an increase to the rate of a penalty notice to £160 if paid within 28 days, and an increase to £80 if paid within 21 days.

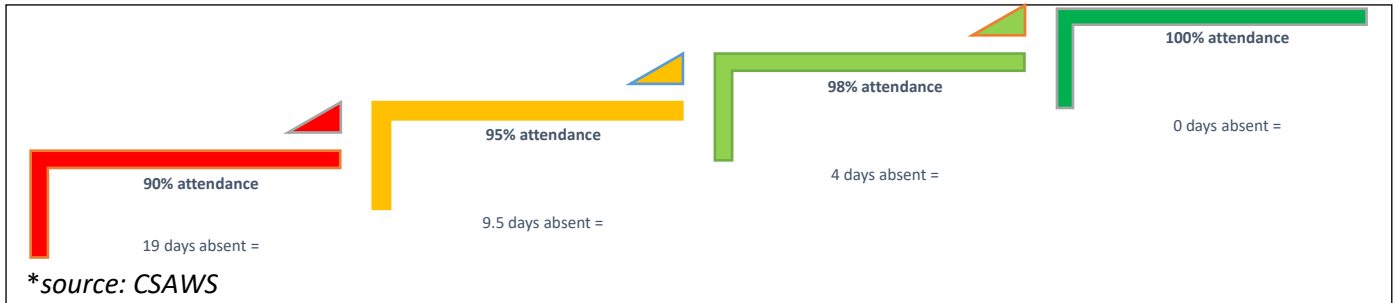
If a second penalty notice is issued to the same parent for the same child within a rolling 3 year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

Parents can support regular school attendance by:

- Making sure their child leaves for school early enough to arrive at school on time.
- Supporting and encouraging their child by attending parents' evenings and other events.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working in partnership with the school to resolve any issues that are impacting on their child's attendance.
- Making any medical appointments outside of school hours whenever possible.
- Not taking children out of school for holidays in term time or for other unnecessary reasons.



Hours of learning lost based on a full academic year



If you would like more information regarding the school's approach to securing good school attendance, please see the school website for the attendance policy and procedures. [2025-07-ATLP-Attendance-Policy.pdf](#)

Working in partnership with the school, will ensure that your child will have the best chance to achieve their academic potential and have real opportunity in further education and the world of work.

Key attendance contacts

- Attendance Admin Assistant – Mrs K Smith
- Attendance Officer - Miss J Watson
- Pastoral Leader for your child's year group
- Lead DSL / Strategic Lead for Attendance - Mrs C Franklin

Additionally, this academic year we will continue working with **Central School Attendance and Welfare Service Ltd (CSAWS)** to support the school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

If your child is facing challenges attending school, particularly related to anxiety or emotional concerns, please reach out to us for support. We want to work together with you to create strategies that will help your child feel more at ease and confident in school.

In the first instance, if you are worried about your child's attendance and you would like to discuss your concerns, please contact Miss J Watson – Attendance Officer or your child's Pastoral Leader.



Thank you for your continued support.

Yours sincerely

Mrs Claire Franklin
Strategic Lead for Attendance