

Attendance at WSFG

Good Attendance means being in school at least 95% of the time, aiming for 100%

Persistent absence means 10% of school is missed

Attendance less than 95% means there are huge gaps in learning



NEGLECT NOT THE GIFT THAT IS IN THEE



- There are 13 weeks holiday during a school year. The school will not authorise time off during term time, as this compromises learning.
- There are 190 school days each year. In order to achieve a minimum of 95% attendance, students must not be absent for more than 9 days.
- There are 175 non school days each year – all this time for shopping, holidays and appointments

Absence Procedures

- At Walthamstow School for Girls, we expect our students to be in school, on time, everyday.
- Punctuality is important. Students need to be in school by 8.40am to be ready to start Form period promptly at 8.45am.
- Please inform the school before 9am each day that your daughter is absent from school and the reason why. (This can be done on school absence line, leave a voicemail if unanswered, respond to absence text)
- A text message will be sent out for all unexplained absences.
- Please arrange **routine appointments** outside of school time **whenever possible**. If unavoidable, proof of the appointment will be requested.
- Requests for absence during term time must be applied for at least 4 weeks before the event.

Help & Support

- Telephone calls and letters will be sent home if a student's attendance falls to persistent absentee level.
- You will be invited in to discuss what support can be given so that we can work together to improve attendance.
- We can access support within school and from the local authority where needed/required.
- Sometimes medical evidence may be requested to be shown i.e text, email, letter, prescription etc. So the absence can be authorised.



DFE Guidance has changed
from **19 August 2024**

**Fixed penalty notice fines are
changing**

[Working together to improve
school attendance \(applies
from 19 August 2024\)
\(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Rewards

Attendance League
Form Group Prizes
100 Challenge Club

Sanctions

Letters home to Parents
Detentions for being late
Local authority and DFE
Guidelines Followed by
WSFG

Percentage attendance in one school year	Number of lessons missed	Number of days of learning missed
100%	0	0 days missed
95%	45	1 week & 4 days missed
90%	95	3 weeks & 4 days missed
85%	140	5 weeks & 3 days missed
80%	190	7 weeks & 3 days missed
75%	230	9 weeks & 1 day missed

Attendance can be viewed via
Go4schools or can be requested
at any time during the year from
the school

Working together is key

You may also want to discuss
your child's attendance with
the attendance officer or
Head of Year



Top Tips For Good Attendance

- ✓ Pack your bag the night before
- ✓ Set alarm with plenty of time
- ✓ Ensure uniform is ready the night before
- ✓ Plan your journey
- ✓ Healthy lifestyle
- ✓ Keeping Good Routines