

| Unplanned Absence

Authorised absences are mornings or afternoons away from WGSP for reasons classified by the school — not by parents/carers, as genuine illness or other unavoidable circumstances.

Parents/carers must inform the school before **8:30am on each day of absence**. Our absence line is available from **7:30am**.

Please contact the school by calling the absence line on **01634 861593** or by email attendance@wgsp.org.uk

We strongly encourage parents/carers to provide medical evidence for illnesses where possible, as absences may otherwise be recorded as unauthorised. Medical evidence can be sent to the email address above.

If contact is not made with the school during a period of absence, the school may carry out welfare calls or home visits to ensure the safety and wellbeing of the student.

| Planned Absence

Medical and dental appointments will be authorised where parents/carers notify the school in advance.

Where possible, we encourage appointments to be arranged outside of school hours. If this is not possible, students should be absent for the minimum amount of time necessary.

Approval for Term-Time Absence

The Headteacher will only authorise leave during term time in exceptional circumstances.

Leave of absence will not be granted for family holidays. Any authorised leave is granted at the Headteacher's discretion, in line with local and national guidance, including the length of time approved for absence.

| Persistent Absence – Attendance at 90% or Below

When attendance becomes a concern:

1. Parents/carers will be contacted and supportive intervention plans may be put in place.
2. If attendance does not improve, a Notice to Improve may be issued. This could lead to a referral to the Local Authority, which may result in a penalty notice or further legal action.

If a student accumulates **10 sessions (5 days) of unauthorised absence or lateness within a 10-week period**, despite supportive measures being implemented, a referral to the Local Authority is likely to be made.

Summary

The school has a legal duty to publish attendance figures and promote high levels of attendance. Parents/carers also have a legal responsibility to ensure their child attends school punctually every day that the academy is open.

WGSP is committed to working closely with families to achieve the highest possible standards of attendance and punctuality for all students.

Attendance Policy

Our Attendance policy can be found on our website on our Policies & Procedures page:

<https://www.wgsp.org.uk/policies>