

STUDENT ABSENCE

INFORMATION FOR PARENTS



WORK HARD



MODEL
KINDNESS



AIM HIGH



Every Day Counts

Why Regular Attendance Matters

Children learn best when they are in school every day.

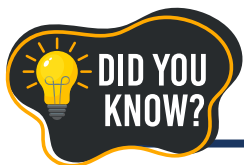
Every school day provides valuable learning opportunities. Regular attendance helps children feel connected, secure, and engaged.

Good attendance helps children:

- Learn new skills
- Build confidence
- Make friends
- Feel part of the school community
- Prepare for future education and work



Even a few days off can make learning harder to keep up with.



Coming to school every day helps children to feel confident and reach their full potential. When children miss lesson, it becomes harder to keep up with thier learning.



What Does the Law Say?

Parents and carers must make sure their child:

- Attends school regularly
- Arrives on time
- Receives full-time education

The school and Local Authority work together to support families. If attendance becomes a concern, the school will contact you to offer help.

You can access attendance information via their website, or email them on the link below:



[Kirklees: Attendance](#)



Email: education.safeguardingservice@kirklees.gov.uk

Reporting An Absence

Please tell school before 8:30am on every day your child is absent.

You can report absence by:

- Telephone: 01274 851152 (Ext 1)
- Arbor App: Quick Actions → Attendance → Log Absence
- Email: wma.attendance@sharemat.co.uk



If school has not been told about an absence, you will receive a text message.



What Should I Do If My Child is Poorly?

We understand that there will be times when children are genuinely too unwell to attend school. However, many common illnesses and minor ailments can be managed whilst remaining in school, helping pupils to continue their learning and maintain good attendance.

Many minor illnesses do not require time off school. Children can attend school if they are well enough to learn.

When To Stay Home



- Vomiting or diarrhoea: Keep your child at home until they are eating normally and feel better.
- High temperature (38°C or above): Keep them home until the fever has gone.
- Ongoing medical issues: Share medical evidence so school can support your child.

If symptoms get worse, seek advice from a GP, pharmacy, or NHS 111.

Please try to book appointments outside school hours. If this is not possible:

- Provide evidence (letter, text message, screenshot)
- Bring your child to school before and/or after the appointment
- Notes in planners cannot be accepted as evidence. A parent/carer must contact the school office.



IMPORTANT: Please ensure that you the school has your up to date contact details. It is important that school staff can contact you during the day if your child is not well enough to remain in school.



What If My Child Is Anxious?

It is normal for children to feel worried sometimes.

Attending school is often one of the most effective ways to help them build confidence.

Whitcliffe Mount Academy has a committed Wellbeing Team who can support with:

- Anxiety
- Emotional difficulties
- Friendship worries
- Changes in routine

If your child is struggling, contact the Attendance Team so support can be arranged.



LINKS TO MENTAL HEALTH SUPPORT



YOUNGMINDS
fighting for young people's mental health



Anna Freud
building the mental
wellbeing of the
next generation



Northorpe Hall
Child & Family Trust



Emotional Based School Avoidance

Why Do Children Avoid School?



FAMILY CHANGES

FRIENDSHIP ISSUES

NEURODIVERSITY CHALLENGES

WORRIES

SENSORY OVERLOAD

BULLYING

Signs of EBSA

TUMMY ACHES

AVOIDING ROUTINES

FEELING UNWELL

OVERWHELM

HEADACHE

INCREASED ABSENCES



How Can I Help?





How Can I Help My Child With EBSA?



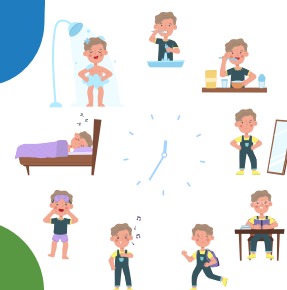
Talk to us about your child's attendance or emotional wellbeing, it is important that parents and school work together. This helps us provide the right support and ensures a consistent approach at home and at school.



Listen to your child's worries, and talk about strategies to help them manage difficulties they are facing. This could include mindfulness, deep breathing or going for a walk. These strategies can be used when bigger feelings arise.



Children benefit from regular and consistent routines. Such as waking up and having breakfast through to getting dressed, packing their bag and leaving the house. We can help create a timetabled routine for their school day, if required.



Celebrate their successes - this will give them some much needed confidence and motivation. Celebrate the daily victories - such as getting out of bed on time or by completing their school work on time. This approach can go a long way.

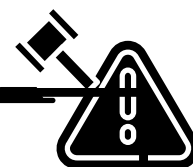




Term Time Holidays

Holidays during term time are not allowed unless there are exceptional circumstances.

Requests must be made in writing at least four weeks before. Most requests will not be authorised.



FIRST OFFENCE

£160 per parent, per child within 28 days of issue, reducing to £80 per parent, per child if paid within 21 days.

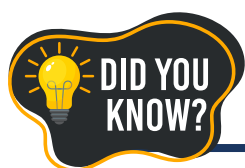
SECOND OFFENCE

£160 per parent, per child within 28 days - there is no reduced fee for paying early. Unpaid Fixed Penalty Notices may result in parental prosecution.

THIRD OFFENCE

On the third time that an offence is committed for either Term Time Holiday and/or Irregular Attendance a Fixed Penalty Notice will not be issued.

The case may proceed straight to Parental Prosecution under Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000. Other prosecution tools may also be considered.



Leave of Absence Form



Term-time holidays are not automatically authorised. Headteachers can only approve leave of absence in exceptional circumstances, so families are encouraged to plan holidays during school breaks whenever possible.

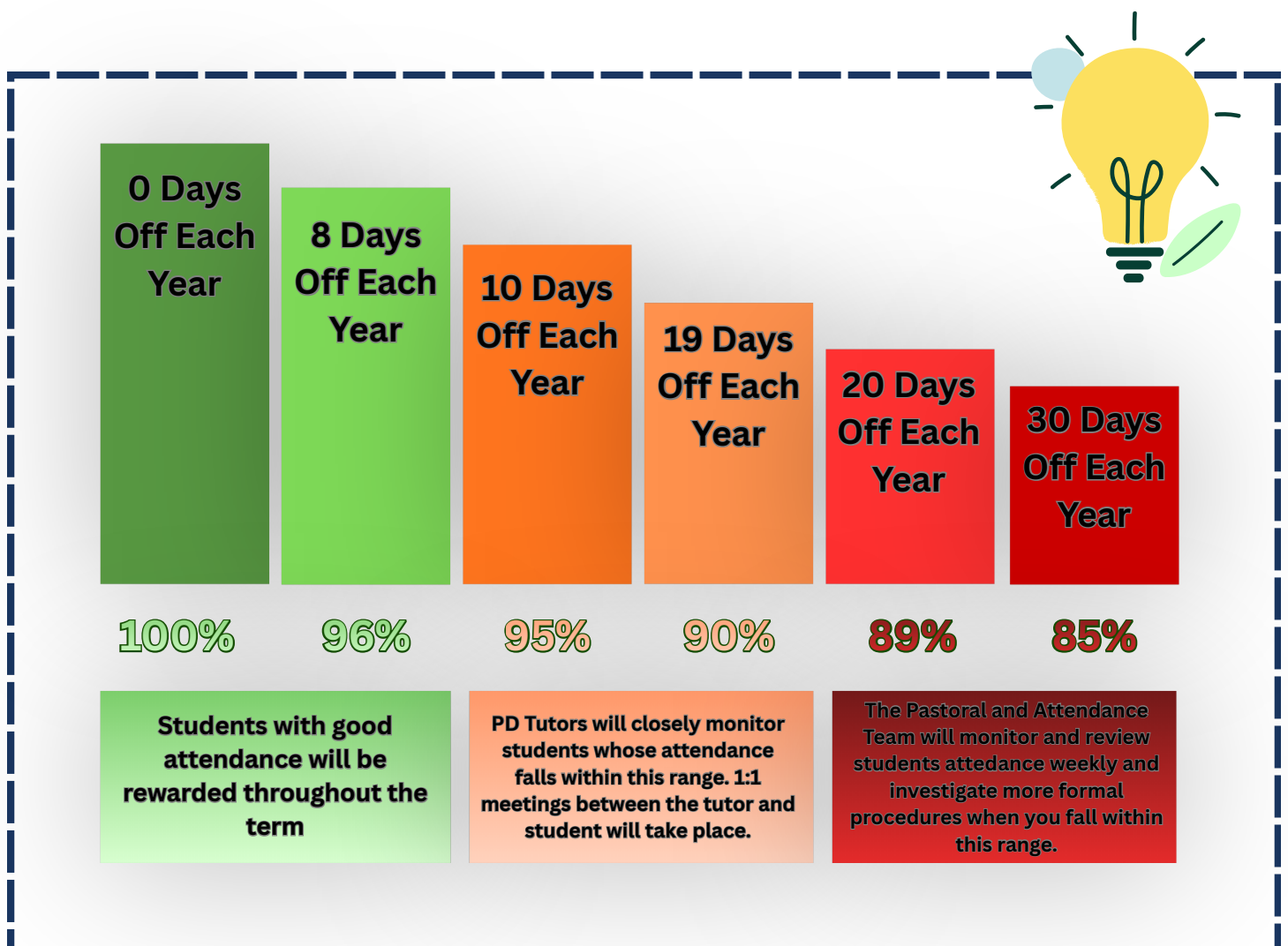


What Is Good Attendance?

At Whitcliffe Mount, we want to make sure that every student has the opportunity to achieve their full potential. Good attendance is closely linked to academic success, positive wellbeing, and future opportunities in education, employment, and training.

Research shows that students whose attendance falls below 90% are less likely to achieve their GCSE's. Good attendance helps students build positive relationships, develop routines, and prepare for the expectations of adult working life.

We encourage all students to aim for 100% attendance and ask you to support us by encouraging your child to attend school every day, on time, unless there are exceptional circumstances preventing them from doing so.



What To Expect If Your Child Drops Below 95%

1:1 Support from PD Tutor. PD Tutor may contact home.

Identify any barriers to establish any support required

Formal letters from the attendance team requesting a meeting to talk about what is affecting your child's attendance

Work together to provide the best support and prevent missed learning.



IMPORTANT:
If you are worried about your child's attendance - please reach out!
wma.attendance@sharemat.co.uk

Formal letters from the attendance team requesting a meeting to talk about what is affecting your child's attendance

Attendance Contract with reviews every four weeks

Referral to the Legal Intervention Panel

Formal interview by the Legal Intervention Panel - may result in a Fixed Penalty Notice, Parenting Order or Education Supervising Order

SCAN ME!



Kirklees
**Families
Together**

Families can self-refer to Kirklees Families Together by scanning the QR code above. This provides access to a wide range of support services for children, young people, and families.



Who Can I Speak To About My Child's Attendance?

The Attendance Team



Mrs J Piper
Attendance and Punctuality Lead
jade.piper@sharemat.co.uk



Mrs L Murphy
Attendance Administration Officer
laura.murphy@sharemat.co.uk

The Heads of Year



Miss N Donaldson
Head of Year 7
natasha.donaldson@sharemat.co.uk



Miss P Johnson
Head of Year 8
paris.johnson@sharemat.co.uk



Mrs L O'Brien
Head of Year 9
lynne.obrien@sharemat.co.uk



Mrs R Spencer
Head of Year 10
rachel.spencer@sharemat.co.uk



Miss A Young
Head of Year 11
alice.young@sharemat.co.uk

You may also contact your child's personal development tutor via email.