



*Igniting Minds; Shaping Futures*

## Attendance Policy – Overview for Parents and Carer's

### Introduction:

Windmill L.E.A.D Academy is committed to fostering child-centred actions and collective responsibility for attendance as an Inclusive Attendance school.

### Importance of School Attendance:

- Attendance is a fundamental pillar of education that influences academic success, personal growth, and future opportunities.

### School Times:

- Nursey AM 8:30am – 11:30am
- Nursey PM 12:15am – 3:15pm
- Reception 8:30am – 3pm
- Years 1-6 8:45am - 3:15pm

### Reporting a Child's Absence:

- My child is unwell what do I do?**
- If you are unsure if your child should attend school please use the following link:
- [www.nhs.uk/live-well/is-my-child-too-ill-for-school](http://www.nhs.uk/live-well/is-my-child-too-ill-for-school)
- If your child is not well enough to attend contact school at the earliest opportunity (preferably before 8:30am).
- School Phone: 0115 9150195 / School text: 0115 8240381**
- Please keep the school updated, contact the school every day they are absent from school until they are well enough to return.**
- If there has been no reason provided for your child's absence, Melanie Jago may make a home visit. As part of the visit, she may ask to see the child/children as part of this visit.
- As a school, we believe we must safeguard all our children.
- Please ensure you inform the school if there are any changes to your contact details.**

### Roles and Responsibilities:

- Parents:** Foster a culture of punctuality and regular attendance, crucial for their child's academic and personal development.

Executive Headteacher: Ross Middleton

Email: [admin@windmillacademy.co.uk](mailto:admin@windmillacademy.co.uk)

Website: [www.windmillacademy.co.uk](http://www.windmillacademy.co.uk)

Instagram: [@windmill.e.a.d.academy](https://www.instagram.com/windmill.e.a.d.academy)

X: [@windmilllead](https://www.x.com/windmilllead)



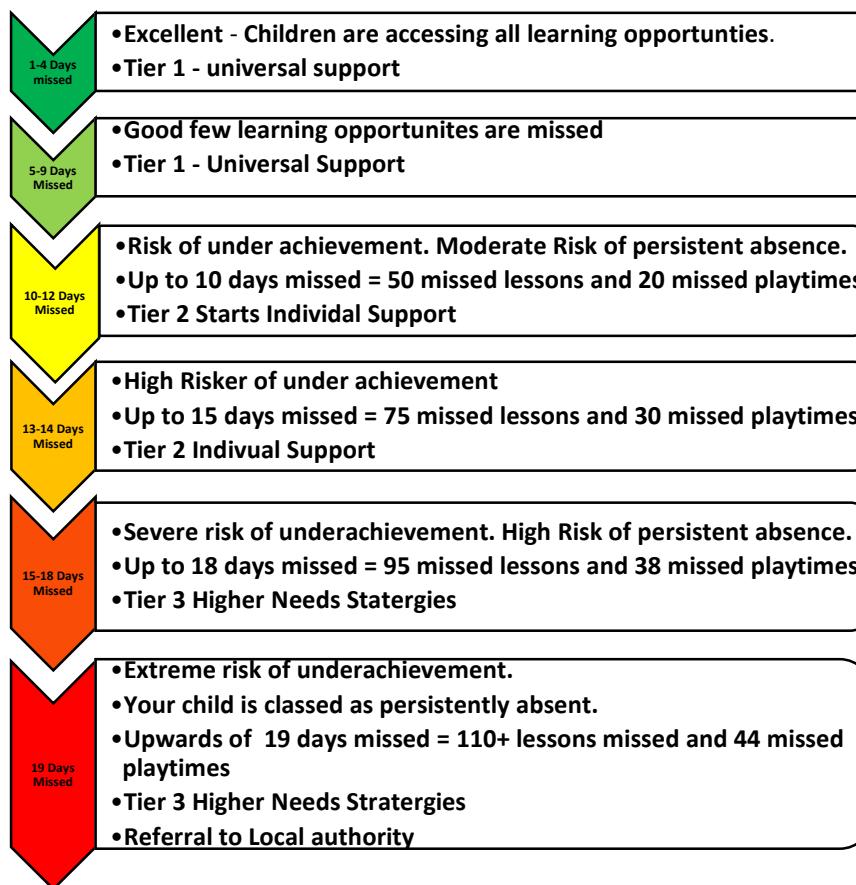


## Igniting Minds; Shaping Futures

- *School*: Monitor attendance, communicate with parents, and implement interventions to support student engagement.
- *Children*: Attend school regularly and punctually, actively engaging in learning and following attendance policies.
- *External agencies* provide specialised support to overcome barriers to attendance, working collaboratively with the school to improve outcomes.

### Multi-Tiered System of Support:

- Our Multi-Tiered framework provides a comprehensive attendance intervention system that includes staff, children, parents, and external agencies, fully aligned with DfE guidelines.
  - *Tier 1*: Universal support for all children.
  - *Tier 2*: Early internal support and intervention.
  - *Tier 3*: Intensive support for children and families requiring external agency assistance.



Executive Headteacher: Ross Middleton

Email: [admin@windmillacademy.co.uk](mailto:admin@windmillacademy.co.uk)

Website: [www.windmillacademy.co.uk](http://www.windmillacademy.co.uk)

Instagram: [@windmill.e.a.d.academy](https://www.instagram.com/windmill.e.a.d.academy)

X: [@windmilllead](https://twitter.com/windmilllead)





*Igniting Minds; Shaping Futures*

## Where to access support

Melanie Jago, the school's, Safeguarding, Attendance and Medical Officer. I have over 10 year's experience in supporting children and families.

Please don't hesitate to contact me if you need any help or support. My contact details are:

① 0115 9150195 or 07458 105645. I am also available via WhatsApp

✉ [miago@windmillacademy.co.uk](mailto:miago@windmillacademy.co.uk).

As a school, we passionately believe that by working in partnership with families, we can maximise success for all children.

## Recognition-Based Approach:

- We promote a recognition-based model that acknowledges individual and collective achievements, fostering a positive environment and intrinsic motivation.
- Further details on this system can be found in our Attendance Policy.

## Requesting Absence Leave:

Only exceptional circumstances warrant a leave of absence. Windmill Academy will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via School Office. The Headteacher may require evidence to support any request for leave of absence

## Safeguarding Children:

- The school prioritises student welfare. Concerns regarding attendance are promptly investigated, and unexplained or prolonged absences trigger safeguarding procedures, including home visits and communication with agencies.

## Additional Policies:

- Our Attendance Policy is closely linked to other key policies such as Behaviour, Teaching and Learning, Safeguarding, Mental Health, SEND, and Pupil Premium.

Executive Headteacher: Ross Middleton

Email: [admin@windmillacademy.co.uk](mailto:admin@windmillacademy.co.uk)

Website: [www.windmillacademy.co.uk](http://www.windmillacademy.co.uk)

Instagram: [@windmill.e.a.d.academy](https://www.instagram.com/windmill.e.a.d.academy)

X: [@windmilllead](https://www.x.com/windmilllead)



L.E.A.D. Academy Trust  
Lead • Empower • Achieve • Drive





*Igniting Minds; Shaping Futures*

## Definitions:

- *Persistent Absence (PA)*: Attendance at or below 90%, equating to 19 or more missed school days per year.
- *Risk of Persistent Absence*: Attendance consistently below 95%, translating to between 10 to 18 days of absence.
- *Severe Absence*: Students absent more than 50% of the time, requiring intensive support and potential flexible adjustments to facilitate regular attendance.

Executive Headteacher: Ross Middleton

Email: [admin@windmillacademy.co.uk](mailto:admin@windmillacademy.co.uk)

Website: [www.windmillacademy.co.uk](http://www.windmillacademy.co.uk)

Instagram: [@windmill.e.a.d.academy](https://www.instagram.com/windmill.e.a.d.academy)

X: [@windmilllead](https://twitter.com/windmilllead)



L.E.A.D. Academy Trust  
Lead • Empower • Achieve • Drive