

Woodside Primary Academy

Pathway 1 - Whole School Attendance Pathway

2026-2027



Attendance Lead will write to all parents at the beginning of each term, reminding them of attendance expectations. Be Proactive Letter-habit 1

Headship will meet or call previous key PA parents at the beginning of the school year; to promote good start to the school year

Attendance Leads (AO):

Monitor:

Whole school attendance patterns on a weekly basis to identify those at risk

Attendance Procedures:

<96% absence

AO to send: Cautionary letter to parents (Begin with the end in mind-habit 2) (template 1 letter) Monitor for 2 weeks (Arrange Meeting with AO)

Class Teacher to highlight any patterns of absence and raise with YGL. YGL to discuss with AHT, including Fri patterns.

AHT to inform AO & discuss with HOS. (see attendance R&R overview for detail).



Woodside Primary Academy Pathway 2 (Improvement) Whole School Attendance 2026-2027

Services to be accessed under 90%

Liaise with external agencies in order to support in improving attendance

BACME
Fair Access Panel
Fixed Penalty Notice/
Education Supervision order
SEND TEAM (internal and External)
School Nurse
Early Help
MASH referral
Mental Health Team
Shelter UK

EWO/AO/HOS)

Attendance Procedures <90% Absence

AO: Monitor: All pupils' attendance patterns on a weekly basis to identify those at risk
Review with AHT: RW (Rec) , RW (Y1), CD(Y2), EB (Y3), LW (Y4), CD (Y5) and RM (Y6) :
Hold Attendance synergy meeting with parents

AHT: to provide dates for meetings to AO who will contact parents.

AO: Send meeting letter (seek first to understand then to be understood-habit 5) to parents+ call to confirm

AO: monitor attendance weekly (Trackers)

IMPROVEMENT

Present every day for 2 weeks since: Send POSTCARD (sharpen the saw – habit 7)

AO: to monitor for 4 weeks

If continues to improve - no further contact, monitor until pupil enters next % phase, continue regular monitoring

If 1+ unauthorised absence within 2-week period:

Refer to Pathway 3 and follow:
NO IMPROVEMENT ACTIONS
AO will send School NPR

Section 19: After two weeks of non-attendance liaise with the Local Authority

2026-2027

NB. No contact with ANY child who is absent 2 days (no contact) inform Inclusion team and home visit to take place. 5 days no contact without authorisation (even if absence was expected) – AO to contact BACME immediately. **Home visit** – no adult present Police **MUST** be called and inform school DSL.

Woodside Primary Academy
Pathway 3 (No Improvement)
Whole School Attendance
2026-2027



**Attendance Procedures
<90% Absence**

AO: Monitor: All pupils' attendance patterns on a weekly basis to identify those at risk
Review with AHT: RW (Rec) , RW (Y1), CD(Y2), EB (Y3), LW (Y4), CD (Y5) and RM (Y6) :
Hold Attendance synergy meeting with parents

AHT: to provide dates for meetings to AO who will contact parents.

AO: Send meeting letter (seek first to understand then to be understood-habit 5) to parents+ call to confirm

AO: monitor attendance weekly (Trackers)

NO IMPROVEMENT

If 1+ unauthorised absence within 2-week period:

**1 week monitor: NO IMPROVEMENT
AO - MONITOR**

Attendance plan/EWO informed to send Borough
NPR
% due to ongoing sickness- referral to school nurse
or SEMH
AO/ EWO TO SEND DOCUMENTS TO BOROUGH

IMPROVEMENT

**After 4 weeks – review
meeting, to ensure they
remain on track**

Court Referral

Follow SAP
recommendations
and then refer to
courts if needed

SAP:

Monitor next 2 weeks
AO to monitor

DETERIORATION

- Home visit
- Referral made by AO
- All information to be collated together
- Arrange School SAP meeting with HOS

Woodside Primary Academy

Pathway 4 - *Persistent Absence and **Pupils with Unauthorised Absence For Focus Families 2026-2027



Attendance and Punctuality Incentives and Additional Strategies

Attendance Sticker Chart

Dojo Points

Weekly Attendance

Winner Class Certificates and celebration

Weekly Celebration Assembly

Golden Tickets

Additional Rewards

Absence Procedures
(*Pupils identified from the under 90% PA tracker or *pupils causing concern due to unauthorised absence)

AO: monitor attendance weekly (pupil trackers). PA trackers are shared with key staff members for accessibility.
Leaders – Persistent Absence Programme Strategies to build a personalised approach to address barriers quickly.

NO IMPROVEMENT

If 1+ unauthorised absence within 2-week period:
AO - Talk to Class Teacher
Meeting with school leader & send letter of invite
Minute meeting
Find out circumstance

IMPROVEMENT

Present every day for 2 weeks since: AO:
Send POSTCARD (sharpen the saw – habit 7)

AO: to monitor for 2 weeks
Or Next absence

2-week monitor: NO IMPROVEMENT

HOS Informed

AO – /EWO to submit documents to Borough for NPR
% due to ongoing sickness- referral to school nurse
OFFICE TO SEND DOCUMENTS TO BOROUGH

IMPROVEMENT

Present every day for 2 weeks since:
Send POSTCARD (sharpen the saw – habit 7)

Court Referral

Follow SAP recommendations and then refer to courts if needed

PRE-SAP:

Monitor next 1 week for PA pupils and unauthorised absent pupils or next absence
Monitor next 2 weeks for those who have informed of an absence and arrange school SAP with HOS
AO to monitor
If no improvement set Pre SAP meeting to be held with Head of School

SAP:

Monitor next 1 week for focus pupils and unauthorised absent pupils or next absence
Monitor next 2 weeks for those who have informed of an absence
Liaise with borough



Woodside Primary Academy

Pathway 5 Nursery pathway

2026-2027

Attendance Lead will write to all parents at the beginning of each term, reminding them of attendance expectations. Be Proactive Letter-habit 1

DD will meet or call previous PA parents at the beginning of the school year; to promote good start to the Nursery year

Attendance Leads (AO): Monitor:

Whole school attendance patterns on a weekly basis to identify those at risk

JC or allocated lead to email parents daily of children who are absent

Attendance Procedures: <70% absence

JC or NJ to send: Cautionary letter/ email to parents (Begin with the end in mind-habit 2) Review for two weeks

Attendance Procedures: <60% absence

JC: monitor attendance

IMPROVEMENT

Present every day for 4 weeks since:
Send POSTCARD (sharpen the saw – habit 7)

AO: to monitor for 4 weeks

If continues to improve - no further contact, monitor until pupil enters next % phase, continue regular monitoring

If 1+ unauthorised absence move to No improvement Part of Pathway

Ongoing Class Teacher to highlight any patterns through PA Absence Spreadsheet.

Raise with JC and NJ. JC to discuss with DD, including Fri patterns.



Woodside Primary Academy

Pathway 5 Nursery pathway

2026-2027

Attendance Lead will write to all parents at the beginning of each term, reminding them of attendance expectations. Be Proactive Letter-habit 1

DD will meet or call previous PA parents at the beginning of the school year; to promote good start to the Nursery year

DETERIORATION

Agreed Time period monitor:

NO IMPROVEMENT

If 1+ unauthorised

Offer 2 Weeks Notice

If no authorised reason for absence

Withdrawal of Place Letter to be sent after consultation with DD and HOS

Attendance Leads (AO): Monitor:

Whole school attendance patterns on a weekly basis to identify those at risk

JC or allocated lead to email parents daily of children who are absent

Attendance Procedures:

<70% absence

JC or NJ to send: Cautionary letter/ email to parents (Begin with the end in mind-habit 2) Review for two weeks

Attendance Procedures:

<60% absence

JC: monitor attendance

NO IMPROVEMENT

If 1+ unauthorised or no improvement absence within 1 week period:

Meeting with JC send letter 2 of invite

IMPROVEMENT
After 4 weeks – review meeting, to ensure they remain on track

Agreed Time period monitor:

NO IMPROVEMENT JC - MONITOR

Letter 3 to be sent out.

If attendance is not improved over the agreed period:

Follow up meeting

May result in loss of place if we have an active waiting list

Ongoing Class Teacher to highlight any patterns through PA Absence Spreadsheet.

Raise with JC and NJ. JC to discuss with DD, including Fri patterns.