



Attendance Matters

A Guide for Parents



EVERY DAY COUNTS!

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Every single day a child is absent from school, whatever the reason, is a day of lost learning and will impact on their attainment.

90% attendance may seem like a reasonable level of attendance, however attendance percentages can be misleading.

90% attendance means a child misses half a day **every** week.

It is the equivalent of missing a whole **year of school** by the time they leave.

REASONS FOR ABSENCE – TERM TIME LEAVE

Whatever the reason for requesting term time leave, approving the absence is at the discretion at the Headteacher who uses Local Authority guidelines. The guidelines state that absence can only be authorised in exceptional circumstances.

Holidays in term time cannot be authorised.

Communication is important – keeping the school informed of and limiting any requests for absence, will help avoid any future attendance issues.

In the event of a family emergency, it is important that the school is informed so that relevant support can be put in place.

WHAT TO DO IF MY CHILD IS ILL?

The school understands that sometimes taking a day off for illness is necessary.

However students can still attend school when suffering from minor ailments such as: cough, cold, headache or tiredness.

1. Telephone the school and inform reception of the nature of the illness on **each day** your child does not attend.
2. It is very helpful for you to provide medical evidence in the form of appointment information, including telephone consultations for ongoing absence. There are no particular guidelines regarding how long your child should be absent if they are off school due to a vomiting illness but we would ask that you use your discretion as to your child's fitness for school.

MEDICAL APPOINTMENTS – DOCTOR/DENTIST

Please make routine appointments for the doctor or dentist outside of school hours. If this is not possible please avoid taking your child out for the whole day.

Sometimes it may be necessary to have other medical appointments. These are usually planned and it is helpful if school has a copy of the medical letter/ appointment kept on your child's file, especially if there are ongoing medical concerns.

Please inform the school as soon as possible and try to ensure your child attends school if able to, before or after the appointment.

WHAT HAPPENS IF ATTENDANCE BECOMES CAUSE FOR CONCERN?

House Leaders, Tutors and the attendance team regularly monitor attendance of all students.

Parents should expect a letter from Mrs Hooper as Attendance Lead if a student is regularly late to school, has attendance below 96% or absence of more than 6 sessions in 12 weeks. Monitoring will continue for 15 days, after which time further letters/interventions may be required.

Attendance is monitored weekly and persistent attendance of below 96% or **6 - 8** unauthorised sessions (half-days) in a given period could mean that the following will also occur:

1. Attendance meetings with parents and students to discuss issues.
2. Attendance support plans completed with student and parents.
3. Attendance mentoring with school staff to support improvement.
4. Referral to 'Team Around the School' – a meeting for external agencies who support children.
5. Legal action if no improvement occurs.

HOW CAN YOU SUPPORT YOUR CHILD TO ATTEND?

1. Establish clear routines in the morning and evening so your child feels ready and prepared for school.
2. Make sure they attend regularly – this prevents a pattern for non-attendance developing.
3. Make sure they get to school on time.
4. Arrange medical / dental appointments outside of school hours.
5. Take holidays outside of term time.
6. Attend school events – this will provide a good home- school link.
7. Communicate regularly with the school – let us know of any issues so we can support accordingly.