

Monitoring poor attendance

Our records will report poor attendance as below:

80% and below	Red file	At risk of prosecution
80.01% – 85%	Orange file	Penalty fines issued
85.01% - 90%	Yellow file	At risk of fines
90.01% - 95%	Green file	Monitoring

Parents/carers will receive a letter when their child's attendance improves.

Parent/carer responsibility

- It is your responsibility as a parent/carer to ensure your child attends school and thus increases their life chances.
- We are your partners in guiding your child to become independent and responsible for their own lives so that they make a useful contribution to society and become fulfilled people enjoying life, being independent and holding a good job.
- Missing two weeks of school every school year is the same as missing a whole year of education
- Let us know why your child is absent on or before the first day of absence.

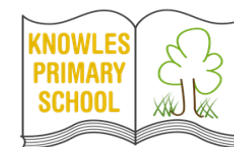
Most common acceptable reasons for absence:

- illness of the child (not a parent/carer or sibling)
- a medical or dental appointment
- a religious event

Our school's target for attendance is 96%

OFSTED are concerned with any school whose attendance is below 95%

At the end of academic year 2012/13 we had an attendance figure of 93.55%



Living our learning

Attendance Information

How are we improving our attendance?

Children can only make the most of the educational opportunities if they attend school regularly, and on time.

Lessons lost will never be found

First morning of absence

- Office check phone for messages left by parents/carers

- Office contact parent/carer and note reason for non-attendance
- Where there is no contact the attendance record will be checked and where evidence of poor attendance LMs may follow up with a home visit

Continued absence

- Where no contact is established/reason is given for child's absence by 3rd day LMs will visit home
- A Home Visit report will be made and kept on record
- A doctor's appointment card may be requested by the school as proof of legitimate absence

Learning Mentor support

- LM support is offered to parents/carers of poor attenders (below 95%). Letters are sent out.
- Parents/carers of children with attendance below 90% will be invited to attend an Attendance Panel. A parent /carer /school contract will be completed.

Unauthorised Absence

- All holidays during term time are unauthorised
- Proof of intention to return is requested if parents/carers go ahead with unauthorised absence
- 'Shopping days', birthdays, sibling illness, parent/carer illness are not authorised
- Unless the school is closed, absence due to the weather is unauthorised
- Unexplained absence will be noted as unauthorised

What if...

Your child misses 10 days of school (20 sessions)?

- they are already on only 94.73% attendance – under the national target

Your child misses 20 days (40 sessions)?

- that's only 89.47% attendance - and may lead to a penalty fine, and even prosecution

Your child misses a day a week (2 sessions) – they will be attending for only 80% of the time.

Parents/carers will be at risk of prosecution having been fined.

Your child misses a day every half term? – They will already be at 96.8% for the year. Further absence may put the attendance at risk.

Recognising good and outstanding attendance

Individual children

- Individual children will receive a stamp of recognition for every week of 100% attendance.
- Individual children receiving about 75% of 100% weeks in a half term will receive a small reward.
- Individual children gaining 100% attendance for a whole half term will be invited to a popcorn and movie session.
- Individual children gaining 100% attendance at the end of the academic year are rewarded with an activity outside school /gift token.

Classes

- Every Friday the previous week's class attendance will be noted on the Attendance board in the Woodlands hall.

100%	Outstanding
96% and above	Very good
95%	Good
Below 95%	Low
Below 90%	Poor

- Classes with the highest attendance over 95% each week will receive recognition by being awarded the 'Attendance Monkey'. This is done within phases.
- Classes with the fewest 'lates' over a half term will be rewarded with a certificate and biscuits to share.

What if your child is late?

- Within 30 minutes of the school start time a late child will receive a 'late' mark
- Over 30 minutes late and they receive an absent mark.
- They miss the beginnings of lessons which contain the introduction to the work and so have to play 'catch up'
- They will be 'catching up' for the rest of the lesson
- They miss the social part of the beginning of the day
- They may be reluctant, or refuse to enter the classroom, may feel self-conscious and humiliated
- They miss important information about events
- They may disrupt the lesson

Children hate being late for school