

## 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.

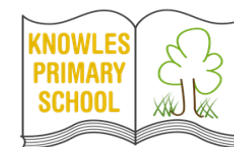
## Most common acceptable reasons for absence:

- 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 3<sup>rd</sup> 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