

What does good attendance mean?

Being in school at least 96% of the time or 180 to 190 days

We want all of our children to have good attendance so that they have the best possible chance of success therefore we work to ensure we take action early with any child and family where we feel concerned.

In this instance the following process is implemented:

Attendance		Action
100%	Expected	Your child has the best chance of success
96%-100%	Good attendance	Your child has the best chance of success
90.1% - 95.9%	Poor attendance - less chance of success School is worried	Meeting with the Class teacher to discuss concerns / issues / barriers that may be affecting or preventing good attendance
		Letter of concern sent home
		Second letter of concern sent home if there is no improvement
		Meeting with a member of the Family Support Team to discuss strategies and support needed to improve attendance
		If no improvement is made a letter to arrange a further meeting with a member of the support team to set up a parenting contract with clear targets for improvement will be sent (reviewed after 4 weeks)
		Once attendance falls below 95% you may be required to provide proof of absence if related to medical appointments or illness
		Without such evidence absence will be recorded as 'unauthorised'
80.1% - 90%	Poor attendance - less chance of success School is worried	Attendance interview with Headteacher and Family Support workers
		Children who have 19 days or more absence (10% absence) are classed as 'Persistently Absent' and are tracked by the school
80% and below	Very poor attendance - serious impact on education and reduces life chances	If everything else fails, the school will make a referral to Local Authority for a Police and Criminal Evidence interview (PACE)
		School and the local authority are seriously concerned

Attendance Team at Knowles



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Daily Attendance Routines

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day (**9.00**) and again after lunch (**1.00**) ready for the start of the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

It is every parents legal responsibility to ensure their child receives an education

Pupils must arrive in school by 9.00 am on each school day

- Gates open at **8.50**
- The register for the first session will be taken at **9.00** and will be kept open until 9.15
- Learning begins at **9.00**, therefore any child arriving after 9.00 will be marked as late
- A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code (L)
- A pupil who arrives after the register has closed will be marked as **absent**, using the appropriate code (U)
- The register for the second session will be taken at **1.00 pm**

Parents must notify the school on the first day of an unplanned absence (e.g. illness) by 8.50 or as soon as practically possible

- Ring the school office on **01908 373588** (from 8.00) and speak to a member of staff
- Absence due to illness will be **authorised** unless the school has a genuine concern about the authenticity of the illness or unless your child's attendance is poor (below 96%).
- If your child's attendance is poor (below 96%) the school will ask parents to provide medical evidence such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the school is not satisfied about the authenticity of the illness, or the child's attendance is below 96% and no medical evidence has been provided, the absence will be recorded as **unauthorised** and parents will be notified of this in advance.

Please give advance notice of medical or dental appointments

- Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.
- However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary
- We will require evidence of medical or dental appointments where attendance is poor

Home visits

- If we have not heard from you on the first day of absence a member of the Family Support Team will try to make contact with you on the phone or a number on your contact list to make sure your child is safe.
- If we can not get hold of you or someone on your contact list, a member of the Family Support Team will come out to the home on a home visit to make sure your child is safe.
- A member of the Family Support Team will visit your child by the third day of absence to see if they can offer further support

Holidays

- Holidays **will not** be authorised in term time except in exceptional circumstances. Please book an appointment to discuss with the Headteacher.
- Unauthorised holidays will be subject to a Fixed Penalty Notice of £60 per child, per parent or liable to prosecution by the local authority

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Lateness = Lost learning	Every School Day Counts
<ul style="list-style-type: none"> ● 5 minutes late each day = over 3 days lost over a year. ● 10 minutes late each day = about 6.5 days lost ● 15 minutes late each day = about 13 days lost ● 30 minutes lost each day = about 19 days lost!!!! 	<ul style="list-style-type: none"> ● 100% attendance = 190 school days = 0 weeks absence ● 96% attendance = 180 school days = 2 weeks absence ● 90% attendance = 171 school days = 4 weeks absence ● 85% attendance = 161 days = 6 weeks ● 80% attendance = 152 days = more than half a term ● 75% attendance = 143 days = more than 9 weeks lost!!!

Appendix 1

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school

N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with the reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed