



Attendance Information for Parents and Carers

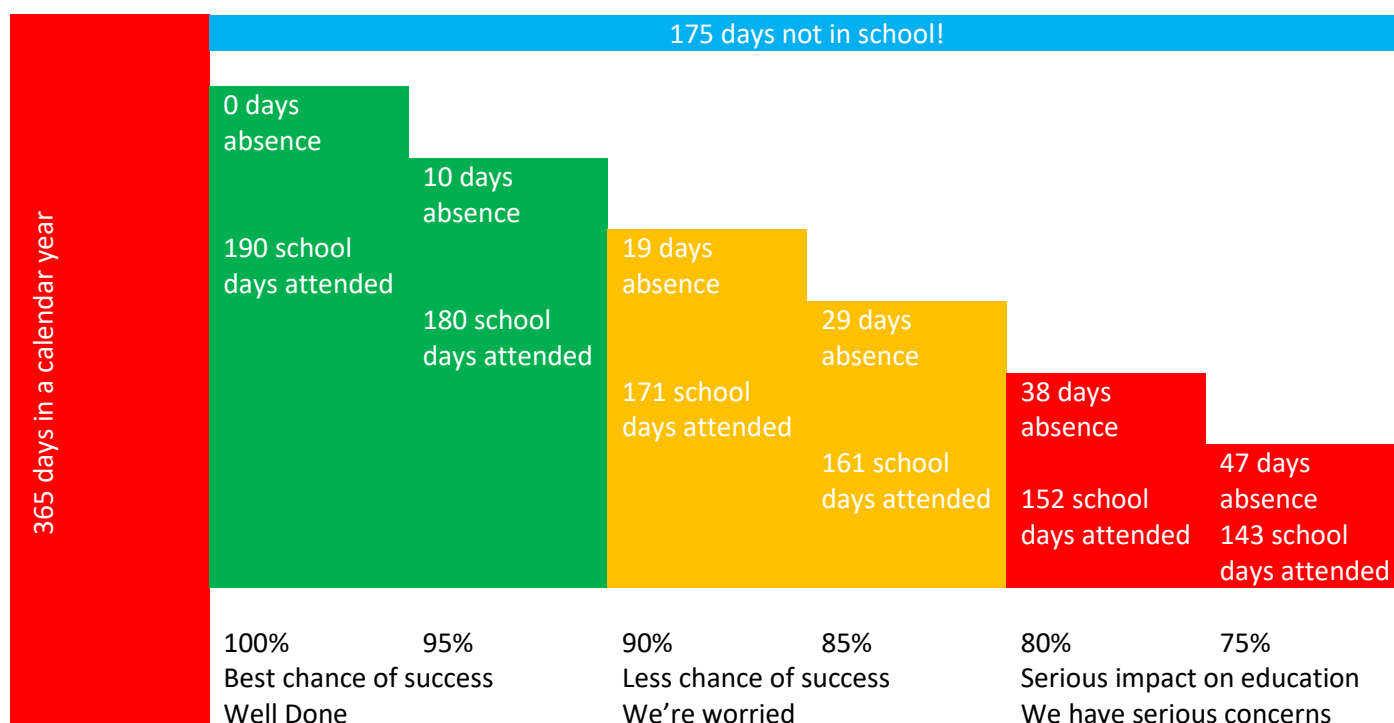
The aim of this guidance is to be a quick reference guide for parents and carers reading attendance. As you will be aware attendance is now a national education agenda item. This is because research shows a clear link between school attendance and academic achievement. We aim for pupil attendance to be 96%. Guidance stipulates that any pupil with attendance below 90% is classed as 'persistently absent'

Who to contact to report or discuss any challenges that may impact on your child's attendance

Messages can be left with the school office or on the school's answer phone. Parents are advised to not use Class Dojo for attendance as staff do not always see messages or they may not be in school. The school text messaging service also receives replies and so you can reply to text you receive from the school office.

Does attendance really matter?

1 or 2 days per week may not seem like a lot but.....



What does good school attendance look like?

We take school absence very seriously. Pupils are identified when attendance drops below 95%, the aim of this being to stop them hitting 90% and becoming persistently absent. It is important that parents and carers understand that even when absences are authorised, percentage attendance is still affected.

If a pupil does not attend school, then they are classed as absent from school. This means that if your child is off school for any reason, even if they are ill or have permission to be absent from school, they will be marked as absent. To ensure absences are authorised, when possible, parents can help by:

- Contacting school before 8.45 am, with a reason for absence.
- Contact the school on each day of absence until your child returns.
- Work with school and any other agencies to resolve any difficulties that may be impacting on attendance.
- Provide evidence for any absences exceeding 2 days. If a 'medical evidence required' or a referral to EWO (Educational Welfare Officer) has been issued, then medical evidence will be required for all absences.

Providing reasons for absence.

It is important that when contacting school for absences, a valid reason is needed in order to be authorised. If reasons are given which do not meet the attendance guidance or which are not evidenced (if needed) then school are able to record any absences as unauthorised. General guidance would be to send your child to school if you are unsure and school can send them home if they are not well.

If your child has an urgent medical appointment that cannot be taken outside school hours, they should attend both before and after the appointment. Parents should provide appointment cards/letters for this to be classed as a medical absence, otherwise it will be recorded as late or unauthorised.

It is important that any absence has a reason, as penalty notices can be issued for holidays in term time or 10 unauthorised sessions within 10 weeks.

What is persistent absence?

Persistent absence is any absence that equates to over 10% of the academic year at any given time. Therefore, thresholds vary throughout the school year. Generally, these are:

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
3.5 days	7 days	10 days	12.5 days	15.5 days	19 days

Holidays during term time

In line with statutory guidance, permission for holidays during term time will generally not be granted. The DfE no longer allow the use of the code H, for an authorised holiday. Where unauthorised absence is taken of 10 or more sessions, a fixed penalty notice may be issued.

If there is evidence to support leave of absence during term time, as this cannot be avoided, then a leave for exceptional circumstances form should be completed and returned alongside any supporting evidence. This will then be reviewed and the outcome shared with parents/carers.

School is able to record absences as unauthorised holiday without any forms being submitted, if they feel a holiday in term time has been taken. Where this is the case, a letter will be sent to parents advising this.

Penalty notice fines for holidays are per parent, per child. The local authority keeps records of the number of holidays taken during school time and can increase the penalty notices given, if holidays in term time are consistently taken.

First Offence	Second Offence	Third Offence
£160 per parent, per child	£160 per parent, per child	A penalty notice will not be issued and the case will go straight to the Magistrates' Court. The fine can be up to £2500 per parent, per child. Cases found guilty in a Magistrate Court can show on a parents future DBS certificate
Reduced to £80 per parent, per child if paid in 21 days	No reduction available	

Punctuality

Pupils are more settled and ready to learn if they enter school with their peers and are not late. The gates close at 8.45am and the register is taken at 8.45am. Pupils arriving after this time are marked as late (L code) and enter through the main entrance. Pupils who arrive after 9.15 have arrived after registration has closed and therefore receive a 'U' code. This signals the pupil was in school but arrived after registration closed. Any U codes can contribute towards penalty notice absences.

We do understand how hectic mornings can be, but being late each day by 15 minutes, is the same as missing 2 weeks of school.



Impact of Low Attendance

Returning to school, after any absence may be difficult as at least 4 full lessons per day happen in school. These lessons are not repeated and therefore it is important that where possible, families try and catch-up work missed from any longer absences.

Attendance Percentage (Over a full school year)	Days Missed (Over a full school year)	Minimum Lessons Missed (Over a full school year)
95%	10	40
90%	19	76
85%	29	116
80%	38	152
75%	47	188

Days Absent	Minimum Missed Lessons
1	4
3	12
5 (a school week)	20

Research shows that attendance and attainment are clearly linked, with pupils with higher attendance achieving higher GCSE grades. Alongside this, the DfE identify that there is an association between regular school absence and extra familial harms (crime).