

Attendance a Quick Guide

CAFOS - Chard Area Federation of Schools

Holyrood Academy, Ashill Community Primary School, Neroche Primary School, Combe St Nicholas Primary School, Buckland St Mary C of E Primary School, Winsham Community Primary School, Tatworth Primary School, Manor Court Community Primary School, Avishayes Primary School, Redstart Primary School

“Achieving Success Together”



Guidance for Parents and Students

Why Does Attendance Matter?

Research shows that there is a direct link between good attendance and achievement in school.
Poor attendance can have a direct effect on a pupil's attainment.

For example, 90% attendance might sound quite good but what this means in reality is:-

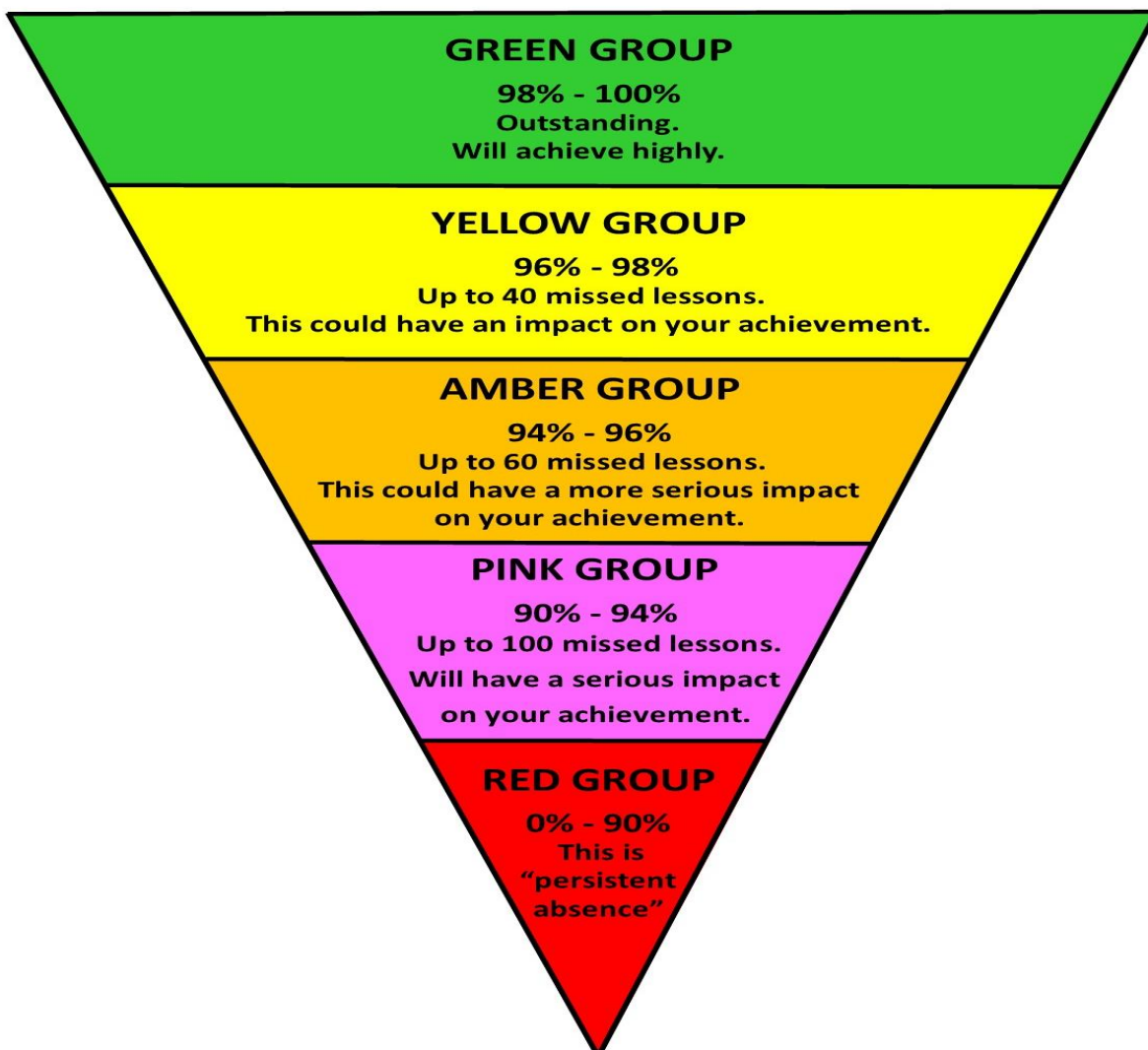
- On average half a day's school missed every week
- This would also mean in one year four whole weeks of school would be missed

Pupils whose attendance is good are more likely to feel happy within their peer group socially, feel better able to "keep up" academically and more able to cope with the many demands of a busy school life. Good attendance habits and punctuality in school are often carried into later life.

Good attendance and punctuality to lessons

WHERE ARE YOU?

inspiring excellence



Attendance Ladder



Issues affecting school attendance:-

Term Time Leave (holidays)

Illness

Medical Appointments

School Refusal

Other circumstances

Family Bereavement

Term Time Leave – The law states parents do not have the right to take their children out of school for holidays during term time. Any request for term time leave must be made in writing to the Headteacher in advance. Requests will not usually be granted. The Headteacher will only authorise term time leave in EXCEPTIONAL circumstances, in line with the DfE guidelines. Any absence through term time leave could result in a Penalty Notice being issued to each parent for

Illness - Schools and Academies do not expect parents to send their child into school if they are genuinely unwell. If your child is going to be absent for 5 consecutive school days a request for medical evidence may be made. The School or Academy requires medical evidence for all absences. This is considered to be supporting medical evidence. Copy of appointment slip, copy prescription, copy packaging of medicines etc. We would never ask for any form of evidence which would cost you money.

Medical Appointments – We would ask, where possible that medical and dental appointments are made outside of school time. We appreciate that this cannot always be the case. It would also help if your child can attend before or after any medical, hospital or dental appointments.

School Refusal – If you are having issues with your child school refusing, seek immediate help from staff at school. Absences would be unauthorised and could lead to further action involving the Education Welfare Service.

Other Circumstances – these can be absences for religious observance, marriage of parent or close relative, non-curriculum exams or tests, visits to another school, interviews for college etc. Please discuss with your child's school beforehand. These absences would usually be authorised.

Family Bereavement – this is considered an authorised absence. Please inform the school beforehand.

School Action

All members of staff in our schools understand how important attendance is and encourage a positive ethos regarding attendance for all pupils. Attendance is monitored regularly with any unexplained absence being queried and investigated. If contact cannot be made and no reason is provided the absence may be recorded as unauthorised. If your child has an attendance of below 96% there is the possibility that the school will write home expressing concern.

Parent/Carer Action

It is the parent/carers' responsibility to ensure their child attends school every day. It is also their job to inform the School or Academy at the beginning of the school day of any absences due to illness or medical reasons.

THE LEGAL BIT

Education Welfare Officer and Warning Penalty Notices

Any school or academy can make a referral for further support from the Local Authority in connection with poor school attendance. You will have usually received letters and communication from the school regarding these issues before a referral is made.

When a student has 10 unauthorised sessions in a 12 (school) week period there are two options:-

- Early Intervention - apply for a Warning Penalty Notice. This means that the student would have to be monitored for 3 school weeks (15 days). If he/she did not manage 100% attendance and the reasons for absence were not authorised (i.e. no medical evidence was supplied for any absences) or was significantly late during this time a penalty could be applied for, this is £60 per parent/carers. Attendance is then closely monitored for the following 3 months.
- Referral to the Education Welfare Service. This would then instigate a parenting contract meeting with the Education Welfare Officer.



every day counts
ATTEND TODAY -
ACHIEVE TOMORROW!