

WORKING TOGETHER TO IMPROVE ATTENDANCE

EXPECTATIONS

As a school we aspire to **high standards of attendance** from all pupils and parents and strive to build a culture where all can, and want to, be in school and ready to learn. The law entitles every child of compulsory school age to an efficient, full time education. It is the legal responsibility of every parent to make sure their child receives that education. **Good attendance is a learned behaviour so it is important to develop good patterns of attendance from the outset.**

Did you know?

The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.



MONITORING

The Dfe expects schools to monitor and analyse weekly attendance patterns and trends in order to intervene and support where attendance does not meet the required level. School has clear procedures in place to monitor attendance.

If your child is absent from school, you should contact school before 9am and speak to the office manager or leave a message providing your child's full name, reason for absence and the anticipated length of absence.

School monitoring:

Daily: If your child has not arrived before 9.30am and there is no reason provided for absence then you will receive a phone call from school asking you to provide a reason for absence. If absence continues without explanation, further contact will be made to ensure safeguarding.

If after 5 days no reason has been provided the absence will be recorded as "unauthorised."

Fortnightly: As a school we systematically analyse school attendance data to identify pupils that may need support. Where school begins to have concerns about a child's attendance we will initiate school-led support.

Half termly: Each half term we will notify you of your child's attendance for that period and any action which may be necessary.



SCHOOL LED SUPPORT

When a pattern of poor attendance is spotted, school will agree how all partners can work together to resolve them. Good attendance is essential for children to achieve well academically and for their wider wellbeing.

You will be invited to discuss any possible barriers and school will make an offer of support. Hopefully this will positively impact attendance and no further intervention will be needed.

Where absences persist and school continues to have concerns you will be invited to an in-school meeting to discuss further support.



FORMAL SUPPORT

If school-led support is not working or parents and carers are not engaging, a meeting will be arranged with a **Education Welfare Officer** to look at a more formal solution.

Important Notes:

For any leave of absence, parents are required to complete a request form available from the school office. School can only grant a leave of absence in exceptional circumstances.

School may require parents to provide medical evidence for any absences due to ill health in order to authorise these absences. Where this is the case, you will receive a letter to notify you.