

2018-2019 Attendance Target = 97%



Attendance Contact Line: 0117 9622616

Absence has a significant impact on pupil progress/wellbeing therefore outstanding attendance is essential
Our pupils achieved 20% lower on average in Phonics/Reading/Writing/Maths if they were persistently absent (<90%)

Less than 94%
12 days absence

Less than 97%
6 days absence

100%
0 days absence

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence.

Please note penalty notices are issued as an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to your child's irregular attendance. The penalty is £60 if paid within 21 days, rising to £120 if paid within 28 days. Prosecution could lead to fines up to £2500 and/or 3 months imprisonment.

Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter, and penalty notices/prosecution proceedings are issued to each parent with responsibility.

Parent/Carer Expectations

- **Promote 100% attendance with your child to support their progress/wellbeing**
- 1. Ensure we have at least 2 correct emergency contacts for your child plus other adults who we can contact for support
- 2. Contact the attendance line for every day of your child's absence and provide the reason
- 3. Ensure all medical appointments are made outside of Academy hours
- 4. Inform us of any emergency appointments during Academy hours and provide evidence (maximum ½ day authorised)
- 5. Complete an absence request for any planned absences – it is better we know your child is safe as opposed to missing

Parent/Carer Support

- Our staff are happy to meet or discuss any concerns/specific attendance issues
- We can signpost towards external agency support for any concerns
- We will complete daily absence checks and home visits as appropriate

Attendance Rewards

- Weekly: Pupil raffle ticket for improved attendance
- Weekly: Class additional 'Play' for 97%+ class attendance
- Weekly: Class additional 'Play' for highest class attendance
- Termly: Pupil certificate for 97%+
- Annually: Pupil certificate for 97%+
- Annually: Reward trip for 97%+

Stage 1 = <97%

Completed by class teacher – Early intervention with pupils and parents/carers

Stage 2 = 94-92%

Completed by Attendance Lead – Parental meeting

Stage 3 = 92-90%

Completed by Senior Leadership – Parental meeting to complete 'Attendance Support Plan'

Stage 4 = <90%

Completed by Attendance Lead with support from Education Welfare Service

