

## Attendance Monitoring

Your child's attendance level will be measured against the following criteria and support offered as appropriate.

### 96 - 100% Very Good / Excellent Attendance

**Expected level** - on track to reach individual social and academic potential. Well done!

### 92 - 95.9% Below Expectation - Concern

**Attainment & grades may fall due to number of lessons missed through repeated absence.**

We will contact home on a daily basis to query absence and issue a letter of concern if appropriate. Parents / carers will be invited to attend a Panel meeting in school with Form Tutor, College Leader & Attendance Officer to discuss strategies to improve attendance. Guidance and support often ensure issues are resolved quickly enabling attendance levels to improve as expected.

### Below 92% - Unsatisfactory Level

#### At Risk of Persistent Absence from School

**Serious letter of concern issued.**

Referral to Warwickshire Attendance Service (WAS) will be considered. A school attendance target will be set and monitored closely.

### Below 90% - Possible Legal Action

#### Persistent Absence from School

**Medical evidence will be required to support absence from school for levels below 90%.**

**Falling attendance levels without agreement of school will be referred to Warwickshire Attendance Service (WAS).** A 50 day Legal Attendance Target may be set. Failure of a legal target may lead to a fixed penalty notice being issued to parents / carers. Max fine £2500.

Attendance at school is our shared responsibility to ensure **every child** makes the very most of their education and opportunities on offer.

**Please support us by sending your child into school every day possible.**

## Before you keep your child off school

A large proportion of student absence is due to **minor illness** such as cough, cold, headache, stomach ache etc. We would ask you to consider sending in a note excusing your child from certain activities if needed, or allowing appropriate medication to be taken rather than keeping them off school for the whole day and **missing out on lessons & learning.**

Please contact Attendance Support Room (ASR) staff in school for all medical related issues. Staff will ensure they keep in touch should your child be too unwell to stay in school. A phone call home will be made by staff to discuss any concerns if appropriate.

## Holiday Requests and Leave of Absence

Children are at school for 190 days each year, leaving 175 days left for other activities!

In line with DfE guidelines Leave of Absence applications will be considered on a case by case basis and permission will be granted in *exceptional cases only*. We will not authorise absence requests for birthdays, treats etc. during term time. **Unauthorised absence** taken will be referred to WAS for consideration of a £120 fixed penalty notice per parent/carer.



# EVERY DAY COUNTS!



**When is 90% not good enough?**

**When it is your attendance score!**

**Miss school and you miss out**

**ATTEND - LEARN - ACHIEVE**

**24 Hour Student Absence Line  
01789 209296**

## What should you do

**Ensure your child attends school  
EVERY DAY & ON TIME**

Please report any absence including medical appointments or reasons for late entry to school by using the 24hour **Absence Line 01789 209296** before **9.00a.m** on **each day** of absence. For longer term absence please call the Attendance Officer direct on 01789 416621.

Please ensure medical & dental appointments are made outside of school time *where possible*. **We would prefer your child to be in school for 8.45a.m to register** and then released from lessons to attend an appointment if necessary.

Recognise and praise your child's achievements in school. Support the school to ensure punctuality and attendance are excellent at all times. Communicate with your child's form tutor or college leader or subject teachers with any concerns however small you may feel this is.

**Monitor attendance levels via My Child At School (MCAS) regularly. Please ensure the contact details and personal information we hold on file are up to date and accurate, in respect of address, phone numbers and email address.**

## What your child should do

**AIM FOR 100% ATTENDANCE  
EVERY WEEK.**

Be on time to school for a prompt **8.45a.m start** and be on time to all lessons. Let their tutor know if there are problems affecting their attendance at school.

Take personal responsibility for ensuring excellent attendance levels are maintained and monitor this via Bromcom.

## What we will do

We will monitor your child's attendance on a daily basis. We will send a Group Call absence alert message whenever your child **fails to register for A.M or P.M roll call**.

We will support and guide you to ensure excellent attendance levels are maintained in school, to ensure **your child** reaches their full social and academic potential. We will impose sanctions on students who are late to school or truant.

We will refer to Warwickshire Attendance Service (WAS) for support when needed. This may result in a 50 day Legal Attendance Target being issued.

## The Legal Position

Under section 7 of the Education Act 1996 parents & carers are under a positive duty, to ensure that a child receives an efficient and **full time education** either by regular attendance at school or otherwise. **The law makes it clear that only school can authorise an absence and has no obligation to do so.** This applies even when we have been notified of the reason for absence.

Globally most Muslims do not practice FGM, it is neither a requirement or a 'Sunna' in Islam. We are aware that some UK communities are more at risk than others. FGM is illegal in the UK and considered to be child abuse. As such we will follow appropriate safeguarding procedure whenever FGM is a possible reason for absence from school or removal from roll.

## The bigger picture...

There is a clear and researched link between attendance and achievement in school.

Whenever a young person misses school through illness, holiday or truancy they miss out on important learning opportunities.

It is often difficult to catch up on work missed having not been in class. Social and academic development can be negatively affected.

95% attendance = **10 days missed per year**  
**50 lessons missed per year**  
90% attendance = **2 days missed per month**  
**10 lessons missed per month**  
**20 days missed per year**  
80% attendance = **1 full day absence per week**  
**20 lessons missed per month**  
**40 days missed per year**  
**200 lessons missed per year**

