



St Ives School

ATTENDANCE POLICY



Achieving high attendance for every child

School Name: St Ives School

Dissemination: Website

Date policy approved by Governors: December 2021

Date policy becomes effective: Immediately

Review date: December 2023

Person responsible for Implementation and Monitoring: Assistant Headteacher

Links to other relevant policies: Safeguarding, Behaviour

Aims -

- To communicate the importance to all students of maximum attendance at school as an essential pre-requisite for making full use of all educational opportunities and to maximise individual achievement;
- To make explicit to all relevant parties (staff, parents/carers and students) the School's expectations for attendance;
- To promote a consistent approach across the School towards all matters relating to attendance;
- To clarify the roles and responsibilities of all parties with respect to attendance;
- To communicate to all relevant parties the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- To communicate the need for families and school staff to work in close partnership to achieve high attendance.

Introduction

Regular and punctual attendance of students at school is, under Section 7 of the Education Act 1996, a legal requirement. Parents are responsible for ensuring that any child of compulsory school age receives efficient full-time education that is suitable to their age, ability and aptitude and to any special educational needs the child may have (the term parent throughout this policy also refers to carer or legal guardian). It is also essential for students to attend school regularly in order to maximise the opportunities available to them. For a student to reach their full educational achievement a high level of school attendance is essential. We consistently will work towards a goal of 100% attendance for all students. However, we do accept that illness is inevitable on some occasions. Every opportunity will be used to convey to students and their parents the importance of regular and punctual attendance. The Trust's attendance targets are for all children to achieve above 96% with attendance over 97% seen as excellent attendance. ***Our School places a high priority on achieving high attendance for every child and we do all we can to support children and families to do this.***

1. Why regular attendance is important

Learning: - Any absence impacts on the progress of a child and regular absence will seriously impede their learning. Any child's absence disrupts teaching and may, therefore, affect the learning of others in the same class.

Ensuring a child's regular attendance at school is the responsibility of the parent/carers and permitting absence from school without a good reason is an offence in law and may result in prosecution.

2. Legislation and guidance

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State about to safeguarding and promoting the welfare of children and students under the age of 18.

A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and, within the context of this school, we will adhere to the latest safeguarding policies and practices. A child missing from education may be at risk of abuse or neglect or become a victim of harm, exploitation or radicalisation. Failing to attend school on a regular basis is therefore a safeguarding concern.

This policy meets the requirements of the school attendance guidance from the department of education (DfE). The information in this policy is drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Keeping Children Safe in Education September 2021

3. Why Do Student's benefit from 'Good' attendance?

Achieving high attendance is a national priority. St Ives School data clearly shows a correlation between high attendance rates and high achievement. Evaluation of outcomes for Year 11 in 2018 shows that:

Attendance in Year 11 of 95% or above	Attendance in Year 11 of between 90% and 95%	Attendance in Year 11 of less than 90%
Percentage of students achieving five grades at 9-4 (Inc. Eng and Maths) 82%	Percentage of students achieving five grades at 9-4 (Inc. Eng and Maths) 59%	Percentage of students achieving five grades at 9-4 (Inc. Eng and Maths) 38%
Percentage of students achieving five grades at 9-5 (inc Eng and Maths) 78%	Percentage of students achieving five grades at 9-5 (inc Eng and Maths) 30%	Percentage of students achieving five grades at 9-5 (Inc. Eng and Maths) 3%

The vast majority of students achieve over 96% attendance and this is the minimum attendance the school expects from all of our students. Sickness usually appears as a block of time off school. We review attendance patterns each week and look for unbroken weeks (i.e. those where the student is marked present on all ten sessions). Students should **not** have more than one or two broken weeks in the course of an academic year. Regular broken weeks are a cause for concern and will be followed up by the School in accordance with our attendance procedures. The impact broken weeks have on a child's education (taken from national data) is illustrated below:

If your child misses...	That equals...	Which is...	And over 13 years of education that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

4. Understanding Absence

Every half-day absence has to be classified by the school as either authorised or unauthorised. This is why information about the nature of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes or exceptional circumstance.

Routine medical and dental appointments should be arranged out of school hours wherever possible.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to Cornwall Council using sanctions and/or legal proceedings.

This includes:

- Parents/carers keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Children who arrive at school too late to get a mark.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been authorised.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parent(s)/carer(s) and the child. If your child is reluctant to attend, it is never advisable to cover up their absence or to give in to pressure to excuse them from attending school. This gives the impression that attendance does not matter and usually makes things worse.

Any student identified as having attendance below 93% will have all further absences unauthorised on school registers unless parent(s)/carer(s) provide evidence from a medical practitioner advising that the period of absence was necessary. In which case, providing the evidence is clear and concise in its content as to the nature of the condition preventing attendance, the absence for the evidenced period will be authorised.

5. Leave of Absence

Amendments to the Education (Student Registration) (England) Regulations 2006 came into force on 1 September 2013 stating that Headteachers may not grant any absence for holidays during term time. These amendments remove references to family holiday and extended leave as well as the statutory threshold of 10 school days. Headteachers will not be able to grant any leave of absence during term time unless there are 'exceptional circumstances'. It is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

If you decide to still take your child out of school, without permission, you will be committing an offence under the Education Act 1996.

All leave of absence requests should be made in writing to the Headteacher in accordance with the school's policy and using the school's form (available on the website or from

Reception). Wherever possible, a request must be made at least 2 weeks (10 school days) prior to the requested leave of absence.

Each separate application from parents for an 'exceptional circumstance' leave of absence during term time will be considered on its own merit.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

Parents should be made aware that any leave of absence which has not been agreed in advance will lead to the student being marked with an unauthorised absence and that this may be referred to the Local Authority for consideration of a Penalty Notice or other action. A letter confirming that the request has been authorised/denied will be sent to the parent. Any child who has 10 sessions (5 days) or more **unauthorised** absences in one school year will be referred to the Education Welfare Officer who may initiate statutory proceedings against the parent. If a student is taken out of school after their leave of absence has been refused, the parent will be reported to the Education Welfare Officer and a penalty notice may be issued

6. Persistent Absence

A child is classified as 'persistently absent' when they miss 10% or more of their schooling across the school year **for any reason**. Absence at this level will significantly harm a child's educational progress.

Children who are persistently absent are monitored carefully by the pastoral team who will also inform the Educational Welfare Officer. Intervention for these students is coordinated by the Senior Leader responsible for attendance.

7. Home/School Partnership

Our School works in close partnership with parents and families to achieve high attendance for every student.

Parents must:

- Contact the School on the first day of a child's absence – by 8.50am at the latest;
- Ensure their child arrives at school on time – the school day starts at 8.50am. Late arrival after registers close may be classed as an absence –see Appendix 3 (Late to School Protocol)
- Arrival after the register closes at 9.30am without satisfactory explanation will result in an unauthorised absence being recorded on the register.

The school will:

- Telephone or text parents on the first day of absence if a reason for absence has not been given;
- Invite parents into school to discuss attendance with our EWO and/or a member of the Pastoral Team if absence persists;
- The Head of Upper/Lower School will raise attendance concerns with our Education Welfare Officer (EWO) i.e. if attendance is below 95%. If absence persists, the EWO may use sanctions such as Penalty Notice fines or prosecutions in the Magistrates Court to address irregular school attendance.
- Follow up promptly any concerns parents pass on to us that may be affecting a child's attendance;
- Involve the Heads of Upper/Lower School and other support agencies to help students re-integrate into school after illness or other individual circumstances;
- Regularly remind students of the importance of good attendance (96% and above) and punctuality through assemblies and tutor time;
- Reward excellent and improving attendance.

8. Telephone numbers:

There are times when the School needs to contact parents about educational matters, including absence. We may also need to contact parents in the event of an emergency. We need to have parents' contact numbers at all times. Parents must ensure we always have an up to date contact number – if we don't then something important may be missed. **Parents have a duty to notify school as soon as possible of any changes to contact details.**

9. Supporting High Attendance and Reporting

To promote excellent attendance and to emphasise its importance, the School offers a range of rewards for students.

Attendances and absence are reported to parents in all written reports and attendance records are available to parents on request.

10. Roles and responsibilities

The roles of the form tutor and Pastoral Team are explained in **Appendix 1**. Administrative support is provided by the Attendance Administrator. **All** members of staff are aware of the responsibilities of staff in achieving high attendance.

11. The School's Education Welfare Officer

The School's Education Welfare Officer (SEWO) works with the School for two days a week. The School works closely with the SEWO to support students whose attendance is a cause for concern. The SEWO visits homes, meets with students in school and is a vital component in our efforts to secure high attendance. The SEWO is available to assist parents where difficulties arise and can be contacted via the Pastoral Team.

The SEWO will work with the LA's Education Welfare Team to initiate legal proceedings against parents who have not fulfilled their responsibility for ensuring regular attendance. Before a case goes to court, Parenting Contracts may be drawn up, setting targets for improving attendance. Home Visits or meetings in school may also be offered. The prime aim of all action is to ensure every child attends school on a regular basis and is therefore able to achieve his or her full potential.

12. Students with Special Educational Needs (SEND)

Our School supports the attendance of students with SEND and understands that their specific needs present additional school challenges. Good attendance for all students including those with SEND is crucial in ensuring excellent academic progress and further information relating to the support offered to our SEND students can be found on our website or from our SENDCo.

13. Young Carers

Students identified as Young Carers are allocated a dedicated staff member to support them in achieving good attendance as the school recognises that attending regularly can be challenging for these young people. Further information on the support and guidance in place for our Young Carers to help them in achieving good attendance can be found on our website.

Appendices

- Appendix 1 - Achieving High Attendance for Every Child. Staff Guide to Registers and Associated Procedures
- Appendix 2 - Attendance - Roles & Responsibilities
- Appendix 3 – Attendance action flow chart
- Appendix 4 - Late to School Protocols
- Appendix 5 - Attendance letters

POLICY

Appendix 1

Achieving high attendance for every child

Staff Guide to Registers and Associated Procedures:

This section complements our Attendance Policy and should be read in conjunction with it. It deals with the practicalities of completing registers and associated attendance procedures. The register is an accurate reflection of a student's attendance and a legal document which may be used as evidence in court. The decision on whether or not to authorise a particular absence rests with the Headteacher. The class teacher or tutor will record attendance of a child at morning registration and at the start of each lesson. In some circumstances, the Headteacher will authorise another member of staff to take the register with the same level of delegated authority as the teacher or tutor.

Marking the register

Form Tutors are responsible for providing accurate and timely registers for each tutor session.

Reading the registers

The registration information is read every morning after Registration. It is imperative that the data entered is accurate and that there is a mark for **EVERY** student. Every student **must** fall into one of the three categories of present, absent or late. Staff must enter either 'present', 'absent' or 'late' (+ how many minutes late). **Staff have a responsibility to safeguard the children in our care and it is vital that the information held is accurate.**

The school operates a policy of '1st day response' regarding absence across the school. The Attendance Administrator will text or phone the parents of any child, who is absent without an explanation.

Communication with/from parents

Same-day contact has been shown to be the single most effective strategy in improving rates of attendance. It is also vital to safeguard children. Parents must contact the school

as early as possible on the **first** day of absence to notify us of their child's absence and the reason for absence.

Communication by phone or in person is required on each day of a period of absence. If absence notes are received they should be initialled and dated by the form tutor. **All notes must be sent to the Attendance Administrator on the same day they are received.**

Punctuality

- Registration starts at 8:50am. Thereafter a student's absence will be recorded as late (L).
- A student should be marked as **late** when the teacher has completed the register and a student arrives after the register has been "sent". A late mark should be added for any student who arrives to tutor time after 8.50am and the number of minutes late recorded on SIMs.
- Parents may be prosecuted for persistently failing to get their child to school on time. We will take a robust response to students who are regularly arriving late.

N.B. If for any reason staff are unable to take an electronic register, a paper register must be taken and given to the Attendance Administrator immediately on completion. Details of the group, time, member of staff etc. must be recorded.

Role of Tutor in supporting High Attendance. The tutor must:

- Take accurate registers during morning registration, making use of appropriate codes (present, absent, late).
- Monitor attendance of individual students.
- Raise issues of attendance and punctuality with students, parents/carers and Pastoral team as appropriate.
- Display form attendance data and update weekly on tutor noticeboard. Celebrate and reward excellent attendance.

Role of Teachers in supporting High Attendance. Teachers must:

- Take an accurate register at the start of every lesson.
- Report unexplained absence immediately using the 'on call' system.
- Challenge and record late arrival to lessons.
- On a student's return from absence, discuss missed work with the student and ensure that he/she understands how to catch up.
- Where catch up work is not completed within a week of the child's return to school, parents should be notified through email or telephone call. The teacher will set an after school detention providing the work for the student to complete during this time.
- Where absence is known in advance e.g. authorised term time absence in exceptional circumstances, and where appropriate to do so, the teacher will discuss lessons that will be missed with the student prior to absence and will provide appropriate resources for the child to complete the work via ShowMyHomework, Google Classrooms, Hegarty Maths and Tassomai.

Attendance Staff Responsibilities

Leadership Team Attendance Lead

Main contact for school EWO.

Regularly analyse and Evaluate Attendance data.
Investigate and implement strategies to improve attendance.
Line manage attendance staff within the school.
Report impact of strategies to SLT and Governors.
Provide regular analysis of attendance to HT and Governors.
Raise profile of achieving good attendance through regular and effective communication with staff, students and families.

Head of Year

Liaise with school EWO and attendance coordinator.
Regularly analyse and Evaluate Attendance data of Year groups
Assist school EWO in arranging meetings with students and/or parents
Liaise with tutors where there are concerns regarding student attendance and punctuality
Discuss attendance with students and parents/carers using appropriate opportunities

Attendance Administrator

Monitor registers
Liaise with form tutors regarding students that are late
Ensure all registers are completed accurately and follow up where necessary
Ensure codes are recorded accurately and input any missing marks after returns.
First day contact.
Liaise with Pastoral team weekly and monitor attendance of all students giving cause for concern
Provide weekly attendance data for form tutors, Pastoral team and SLT in charge of attendance.
Send weekly attendance data to parents/carers.

Form Tutor

Mark registers accurately.
Meet with Head of Year and discuss attendance of students in tutor group.
Discuss attendance with students
Display form attendance data and update weekly on form notice board.
Arrange to meet with students to complete IAP as part of early intervention.
Celebrate 100% attendance weekly in tutor group by awarding House Points.
Celebrate improving attendance for individual students by awarding House Points.

School Educational Welfare Officer

Work closely with school attendance team.
Support students whose attendance is a cause for concern.
Support parents whose child is a cause for concern through meetings and home visits.
Provide professional service to identify and assess the needs of children where there is a concern in relation to school attendance, behaviour, achievement and their general welfare.
Prepare EWO reports for Court and Penalty Notices.
Support attendance team to ensure effective monitoring is in place.
Liaise with LA EWO to manage cases and agree actions

Achieving High Attendance: Roles and Responsibilities

Form Tutor/Teacher

- Mark registers accurately in tutor time and lessons;
- Pass on letters regarding attendance to the Attendance Administrator on the same day received;
- In the weekly pastoral meeting, or earlier if needed, inform the Pastoral Team of any students giving cause for concern;
- Discuss attendance with students and parents/carers, e.g. at Parents' Evenings or Mentoring sessions;
- Display form attendance data and update weekly on tutor noticeboard;
- Arrange to meet with individual students or as small groups to produce early intervention plans to improve attendance;
- Liaise with Attendance administrator regarding lateness and attendance;
- Celebrate 100% attendance weekly with tutor group, by awarding House Points, half termly postcards home;
- Celebrate improvement in attendance for individual students by awarding weekly House Points and half termly postcards home.

Attendance Administrator

- Monitor registers;
- Liaise with form tutors regarding students who are late and ensure parents are informed of the late arrival;
- Ensure all registers are completed accurately and follow-up where necessary;
- Ensure codes are recorded accurately;
- Input all missing marks after returns from Form Tutors and teaching staff;
- First day contact students checked and parents telephoned where necessary;
- Contact all students on first day of absence;
- Liaise with Pastoral Team each week and monitor all students giving cause for concern;
- Investigate any causes for concern;
- Provide frequent and regular attendance tracking information for tutors, Pastoral team and Senior Leaders.

Head of Year

- Liaise with form tutors where students are late;
- Liaise with Attendance Manager and SEWO with regards to target students **where attendance is 95% or below**;
- Use assemblies to reinforce the importance of punctuality and good attendance and praise students with consistently high punctuality and/or attendance;
- Monitor students and raise any concerns with SEWO;
- Assist SEWO in arranging meetings with students and/or parents/carers;

- Follow up requests for term time absence;
- Discuss attendance with students and parents/carers using appropriate opportunities;
- Raise profile of good attendance through assemblies, noticeboards, website and newsletter;
- Track attendance of all students particularly disadvantaged students and intervene where attendance falls below 95%;
- Keep accurate records of interventions and actions put in place;
- Set up and manage attendance support and intervention strategies to improve attendance and reduce persistent absence;
- With support from the SEWO hold regular attendance clinics with students and parents focussing on students in or at risk of becoming persistently absent;
- Complete Individual Attendance Plans for all students who are part of an attendance focus group, share this with tutors and parents/carers and use this as a basis for monitoring and support.

Senior Leader Attendance Lead

- Meet school and LA EWO regularly (minimum twice per half term) to discuss individual cases and review of attendance patterns and decide on appropriate support and intervention strategies;
- Evaluate cumulative percentage attendance and absence data and individual attendance data;
- Analyse data to identify trends, areas of improvement and areas needing improvement to enable targeted intervention;
- Investigate strategies to improve attendance of students at St Ives School using national best practice and implement these strategies appropriately;
- Liaise with Pastoral team regarding individual attendance and trends in student groups (10% PA, FSM, gender, year group) and with this support provide intervention and monitoring;
- Report impact of strategies to LT and Governing Body;
- Provide regular frequent, regular analysis of attendance information to Headteacher and Governing Body;
- Raise the profile of achieving good attendance through effective and regular communication with staff, students and families.

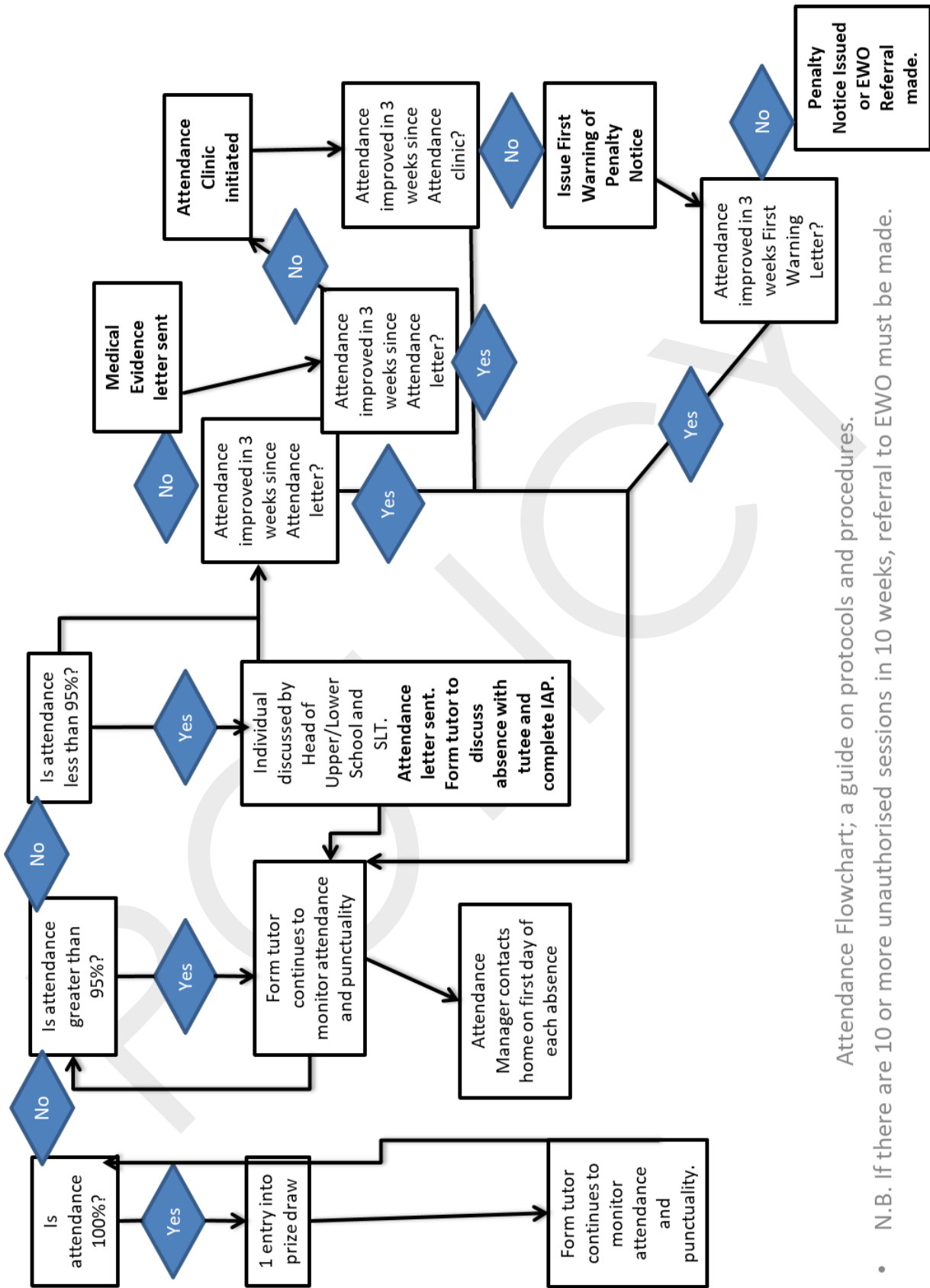
School Educational Welfare Officer

- Provide welfare support for children whose attendance is a cause for concern and intervene swiftly and effectively to improve attendance and reduce persistent absence;
- Assess issues of poor attendance and liaise with appropriate professionals when additional support may be needed;
- Prepare reports for court and attend court as required;
- Work closely with the LA EWO Pastoral team and Senior Leaders when preparing Penalty Notice requests;
- Liaise with Pastoral team regarding individual attendance and trends in student groups (10% PA, FSM, gender, year group) and with this support provide intervention and monitoring;

- Devise and monitor alternative education packages for students whose attendance is a result of disaffection;
- Provide regular frequent analysis of attendance information to the SLT Attendance Lead;
- Raise the profile of achieving good attendance through effective and regular communication with staff, students and families;
- Monitor and track data around attendance and attainment and use this data to identify groups of students who require additional support.

POLICY

Appendix 3



Attendance Flowchart; a guide on protocols and procedures.

- N.B. If there are 10 or more unauthorised sessions in 10 weeks, referral to EWO must be made.

Late to School Protocol

Aim:

- To achieve high levels of punctuality for all students, through partnership with parents and students.

Rationale:

- Excellent punctuality is central to learning. For students to achieve their potential it is essential that high levels of punctuality are maintained. All students are expected to be on time every day and to every lesson.

St Ives School acknowledges its legal duties under the Equality Act 2010, with respect to safeguarding and in respect to students with Special Educational Needs and Disabilities.

Punctuality

Poor punctuality is not acceptable. If a child misses the start of a lesson they may miss work and vital information to support progress. Late arriving students disrupt lessons and the learning of others. The school day starts at 8.50am and we expect every child to be in registration at that time. Registers will be marked at 8.50am and a child will receive a late mark if they are not present in the class.

If a child arrives after the register closes at 9.30am and the explanation provided is not satisfactory they will receive a mark that shows them to be on site, but this may **not** count as a present mark and it may mean they have an unauthorised absence. Ten or more unauthorised sessions (5 school days) in 100 sessions (50 school days/10 school weeks) could result in a first warning of Penalty Notice and referral to the school or LA Educational Welfare Officer (EWO).

If a child is persistently late parents/carers will be asked to meet with a member of school staff and/or Education Welfare Officer to resolve the problem. We encourage Parents/Carers to approach us at any time if there are problems getting a child to school on time.

All students are expected to be on time every day and to every lesson. Lateness is only excused in exceptional circumstances. Where lateness is caused by unforeseen family

circumstances, parents must phone the school to provide a reason, or provide a written explanation. Persistent lateness will not be authorised.

If a student is late to school and arrives during registration, this will be recorded by the Form Tutor. A member of staff is on duty each morning to monitor punctuality, a Red or Green lateness slip will be issued to the student by the staff member on 'late duty'.

Students who are issued with a red late slip will receive a 10 minute break time detention on the same day of lateness.

Students who fail to attend the break time detention will sit a 20 minute lunchtime detention.

If a student fails to attend the lunchtime detention they will receive a 45 minute after school detention the following day.

Students arriving after a registration period has closed must sign in at Reception.

Appendix 5

Attendance Letter

Private and Confidential

Mr & Mrs

House

Street

Town

Postcode

Date

Dear Parental Salutation

Pupil name:	Attendance percentage July 2020:
-------------	----------------------------------

I am writing to you regarding.....attendance. You will know that good attendance is crucial for success in school and for your child to achieve their potential. National average attendance is 95% and we expect all students to aim to be above this and achieve good attendance of 96% or higher.

The negative impact of attendance below 95% on achievement is clear and is illustrated by the graph below, taken from school GCSE exam figures. Please note the steep decline in achievements when attendance drops below 95%. This is why we want all students to achieve a minimum attendance of 96%.

Attendance in Year 11 of 95%+	Attendance in Year 11 of between 90% and 95%	Attendance in Year 11 of less than 90%
Percentage of students achieving five grades at 9-4 (inc. English and Maths) 82%	Percentage of students achieving five grades at 9-4 (inc. English and Maths) 59%	Percentage of students achieving five grades at 9-4 (inc. English and Maths) 38%
Percentage of students achieving five grades at 9-5 (inc. English and Maths) 78%	Percentage of students achieving five grades at 9-5 (inc. English and Maths) 30%	Percentage of students achieving five grades at 9-5 (inc. English and Maths) 3%
Average GCSE grade achieved 6	Average GCSE grade achieved 4	Average GCSE grade achieved 3

Your child's attendance for the academic year so far falls into a **risk area** which could lead to underachievement if attendance does not improve. The 'odd day off' may seem harmless but it creates gaps in learning which are difficult for students to catch up on, it disrupts friendships and social groups and is a bad habit for future employment. The table below shows the impact of time missed over the course of a child's education.

If your child misses...	That equals...	Which is...	And over 13 years of education that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

The school has a statutory duty to support every child's attendance and achievement. We very much value your support and have researched how parents can help improve attendance.

- If your child is 'off colour' in the morning without clear symptoms of illness, please encourage them to attend school. Frequently they will feel better when they 'get going' and if they do not, our trained staff will contact you to arrange for them to return home.
- Be clear with your child that they must attend school whenever possible and make sure they understand the link between high attendance, educational achievement and future success.
- Book routine medical and other appointments outside of school time.
- Do not allow your child to take occasional 'days off' and only allow them to stay at home if they are so unwell that they cannot reasonably attend school.

To help your child to achieve the minimum attendance of 96% we will:

- Monitor and review your child's attendance and provide extra support if required

- Arrange for your child's Form Tutor to meet with your child within the next few weeks to talk about their progress and attendance and check if they need additional support.

We very much appreciate your support in ensuring your child's attendance improves. If you would like to discuss your child's attendance, or if you would like further advice, please contact your child's Head of Year to arrange a convenient time.

Yours sincerely

Assistant Headteacher

POLICY

Medical Evidence Letter Attendance below 93%

Private and Confidential

Mr & Mrs Parent
123 Road Name
ST IVES
Cornwall
Postcode

Date

Ref: SB/NL

Dear Parental saulation

Re: Child's Name

I am writing to you as your child's school attendance continues to be of concern. Your child's attendance is currently % when the average school attendance is %.

As you are no doubt aware, attendance at school has a huge impact on your child's academic achievement; if this pattern of attendance were to continue, it could have a significant impact and your child could fail to achieve their potential.

I appreciate that **CHILD'S NAME** has been suffering some illness, but in line with our policy and due to the extent of the absences exceeding 7%, we now require medical evidence and/or information to be supplied to the school in order for us to authorise any further absence. This evidence should relate to specific days that your child is absent or any condition that is identified as impacting on your child's ability to attend school regularly.

All further absence will remain unauthorised on schools register unless medical evidence is provided to school. In the first instance you can provide a compliment slip or appointment card from the doctor's surgery. Prescription slips or packaging for any prescribed medicines for your child could also be provided. It is acceptable to photograph any of the above and

e mail them to the school at attendance@st-ives.cornwall.sch.uk as long as it is within 5 days of your child's return to school.

Please note that the school does not pay for medical letters. It is the responsibility of the parents and health practitioners managing the child's condition to provide medical evidence

If you are unable to provide evidence, your child's absences may not be authorised. Parents may face prosecution should their children have persistent absences that are not supported by evidence and are not authorised by the school.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

I will continue to monitor **NAME's** attendance and should make you aware that our Education Welfare Officer has been informed and may contact you if attendance does not improve.

If you would like advice with regard to any issues surrounding your child's absences from school, please do not hesitate to contact either your child's Head of Year or me, for further information.

Yours sincerely

Assistant Headteacher

Penalty Notice Warning Letter

Dear (Name of parent/carer(s))

I am writing regarding the attendance of (Student Name). We note that your child has now accrued (5) sessions (half days) of unauthorised absence.

Our School is committed to maximising the educational progress of all our students and we work, in partnership with parents to ensure this can be achieved.

Your child's attendance is a cause for concern. Should your child accrue a further 5 unauthorised absences (half days), we may refer the matter to Cornwall Council who may decide to take legal action against you.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

I would like to offer you the opportunity to contact (Senior Pastoral Leader) for advice or support in helping your child attend more regularly.

We hope that further action with regards to your child's attendance can be avoided by us working together.

Yours sincerely

Assistant Headteacher