

Attendance Matters

Is 90% always good?



90% attendance = **½ day missed** every week!!

Mon	Tue	Wed	Thur	Fri
[Hatched pattern]				
?				

Absent half a day every week

1 school year at **90%** attendance = **4** whole weeks
(**20** days) of lessons **MISSED!!!**

What impact might this have ?

Research suggests that **17 missed school days** a year = a
GCSE grade **DROP** in achievement.

The greater the attendance the
greater the achievement.

(Department for Education)

...for your sons and daughters and for their futures

Regular school attendance helps a child to:

- Learn
- Progress
- Establish good habits
- Be supervised and safe
- Prepare for the future

Irregular school attendance:

- May put your child at risk in the community
- Seriously disrupts continuity of learning
- Undermines educational progress
- Leads to underachievement and low attainment
- Reduces likelihood of further education opportunities and training
- Creates a higher risk of unemployment
- Creates a greater risk of being drawn into criminal or anti-social activity
- Parents may be fined up to £2,500* per child if their child's school attendance is unsatisfactory. A parent can be given a prison sentence where non-attendance is condoned. (* excluding costs)

If a parent telephones a school to give a reason for their child's absence, does that mean that the absence is authorised?

NO! It is only the school that can authorise this. The school may wish to ask for clarification of the reason for absence, or even a doctor's certificate, in cases of high or very regular absence.

All requests for term time absence should be sought from reception and the request form returned at least two weeks before the requested date where possible.

Can a parent insist on a family holiday during term time?

There is no requirement in law for a school to authorise absence for term-time holidays. The Department for Education has recently amended the regulations governing requests for holidays in term time. With effect from 1st September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 make clear that Headteachers are no longer allowed to grant requests for holidays during term time and may not grant any leave of absence during term time unless there are exceptional circumstances. The school is required by law to comply with this change to the regulations affecting all absence from school during term time after 1st September 2013. Accordingly the school is now no longer able to authorise absence for term-time holidays. Our attendance policy from September 2013 has been amended to reflect this regulation.

Shouldn't a parent decide if a holiday will be best for their child?

Most parents recognise the importance of high attendance at school but it is not just each child's own attendance that has an impact on them, but the whole environment of high attendance in which they learn. Lessons can progress more swiftly and are more stimulating when everyone in the room is completely up to date and ready to move on. Pupils need other pupils to attend well, as well as themselves!

If you are not doing so already,

- Please ensure your son or daughter is in school and on time on every day that they are able to.
- Please help them to learn the values of commitment to their work and pride in doing so.

- Parents are requested to keep dental, medical and other routine appointments to hours outside school time to reduce broken weeks.
- Please book holidays in school holiday time.
- Please communicate with your son or daughter's tutor if you are aware that an attendance concern is beginning to arise before it becomes detrimental.

How do we recognise good attendance at Chipping Sodbury School?

- Tutors give pupils their current attendance percentages regularly and praise those with high attendance
- Pupils with the highest attendance are presented with 100% attendance badges and certificates at Awards Ceremonies. This is particularly important for Year 11 pupils as these awards can provide valuable information for applications onto Post 16 courses, Further Education and employment.

How can we help you?

Procedures for pupils with serious illnesses preventing high attendance.

Our first aim is to support any route which helps your son or daughter regain their health most quickly.

In consultation with you, your son or daughter and medical staff working with your son or daughter, we prepare a medical action plan which could include:-

- Internet sites provided by the school for all pupils to use when they are ill at home.
- Work sent home by arrangement.
- During recovery, possibly a gradual return to school, with a part-time timetable building up to full-time.
- For pupils with physical mobility difficulties work can be done in the Learning base to allow pupils access to the school environment and society of their peers before they are able to return to the classroom, by arrangement.
- Arrange SAM (School Attendance Meetings) to allow discussion of any issues and to find solutions.

If your child is seriously ill please speak to their tutor to arrange a meeting to plan an individual strategy

Procedures when there is no good reason for a pupil's low attendance

Chipping Sodbury School takes a robust line on low attendance in recognition of its adverse impact on each pupil and the cohort of pupils as a whole.

- **Pupils missing school with no prior notification will receive an automated phone call home via "truancy call" to alert parents.**
- Parents of pupils with low attendance are invited to meet with their son or daughter, Student Support Worker and possibly the School Educational Welfare Officer and/or a senior member of the student support team staff to agree a plan to ensure immediate improved attendance taking note of difficulties and seeking the means to overcome them. This is called a **School Attendance Meeting (SAM)**, attendance targets will be set during the meeting with a review date.
- **If attendance does not improve a Family Intervention and Support Service Attendance Panel** will be convened, approximately 6 weeks later. The Attendance Panel is chaired by school, attended by relevant organisations/professionals from the local authority as well as you and your son/daughter. The SAM action plan is reviewed and new targets and review date set

- **Where pupils do not meet the targets set by the panel, court proceedings are begun.** If found guilty this is a criminal offence and **parents can be fined up to £2,500.**
- **An exception to court proceedings is when pupils are in Year 11.** In this case, after an attendance meeting where there is no improvement in a pupil's attendance, **a penalty fine, (or fines), will be implemented if attendance is low and it does not include unauthorised absences.** This recognises the urgency of time for your son or daughter and their exams. If penalty fines are not paid, court proceedings are then pursued retrospectively to ensure payment. Penalty fines are per parent.
- **In addition penalty fines are imposed when holiday is taken in term time and the pupil's unauthorised absence is 11 sessions (5.5 days) or more.** This includes cases where, because of exceptional circumstances, up to 5 days absence has been authorised when it would not be usual policy to do so. Any extension beyond the agreed time will render the whole period unauthorised. Penalty Fines for holidays are not preceded by attendance meetings.
- **Amendments to the Education (Penalty Notices) (England) Regulations 2007.** Please note the following change which came into effect on 1st September, 2013. Regulation 4 of the Principal Regulation provides that **the amount of the penalty paid is £60 if paid within 28 days** of receipt of the notice; and **£120 if paid within 42 days** of receipt of the notice. Please note the amendments **shorten** the above periods **from 28 days to 21 days** and **from 42 days to 28 days** respectively

Please let us work with you if there are difficulties, through early communication.

High Attendance for each pupil helps high attainment for all.

Contact us

There is a dedicated attendance telephone line to notify school of student absences. Parents/carers should **call 01454 862952 each day of absence** and leave the following information:

- Student's name
- Tutor Group
- Nature of illness/reason for absence
- Expected date of return
- Caller's relationship to student

Alternatively you can e-mail the above information directly to school on: attendance@chippingsodburyschool.com

If you would like **to discuss an attendance concern** before it becomes detrimental, please contact your son or daughters tutor via reception, **call 01454 862900**

Mr D Hinkins - Deputy Head
 Ms C Phillips – Student Support Worker
 Miss C Mayes – Student Support Worker