



**ABBNEYFIELD  
SCHOOL**  
*Creative  
Education  
Trust*

## Attendance and Punctuality at Abbeyfield School

September 2016



**AM registration = 8.45 -09.15**

**PM registration = 12.25 -12.45**

PLEASE AVOID BEING OUT OF SCHOOL AT THESE TIMES AS IT WILL AFFECT YOUR CHILD'S STATUTORY ATTENDANCE!

**N.B. We register students in every lesson at Abbeyfield School**

**ABSENCE LINE: 01604 826150**

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### What is Good Attendance?

- Good Attendance means 96% or more

### Why does it matter?

#### Students with good attendance:

- Sustain friendships
- Understand lessons better
- Achieve better results
- Get higher paid jobs
- Have less chance of being drawn into anti - social behaviour

### What is Poor Attendance?

- Anybody whose attendance is 90% or below is a poor attender
- Below 90% attendance = **Persistent Absence (PA)** when school are required to take action
- See detail of PA Thresholds in this information pack

Attendance Percentage	Number of sessions missed	Equivalent number of days missed	Equivalent number of weeks missed	Equivalent number of lessons missed
100%	0	0	0	0
95%	19	9 ½	~ 2	48
90%	38	19	~ 4	95
85%	57	28 ½	~ 6	143
80%	76	38	~ 8	190
75%	95	47 ½	9 ½	238
70%	114	57	11 ½	285

### **What should Parents/Guardians do if a child is absent?**

- You must contact the school on the first and every subsequent day of absence
- You must provide a reason for absence
- You should ensure your child takes a written note to Student Reception when they return to school
- If the absence is more than 4 days –you should try to obtain medical evidence from your GP
- If you have to pay for medical evidence –school will reimburse you on production of a receipt

### **What will school do if my child is absent?**

- School operate an electronic messaging system called “Keep Kids Safe”
- We contact home in the morning every day a child is absent –This system allows you to respond and let school know why your child is absent
- The contact is via text message so it is imperative that we have accurate contact details for you and know who to contact in an emergency.

### **When can school authorise an absences?**

#### **School can only authorise an absence for:**

- Genuine Illness
- A family crisis (e.g. Bereavement)
- Religious Observance –notified in advance

### **When is it not acceptable to be absent? (Unauthorised)**

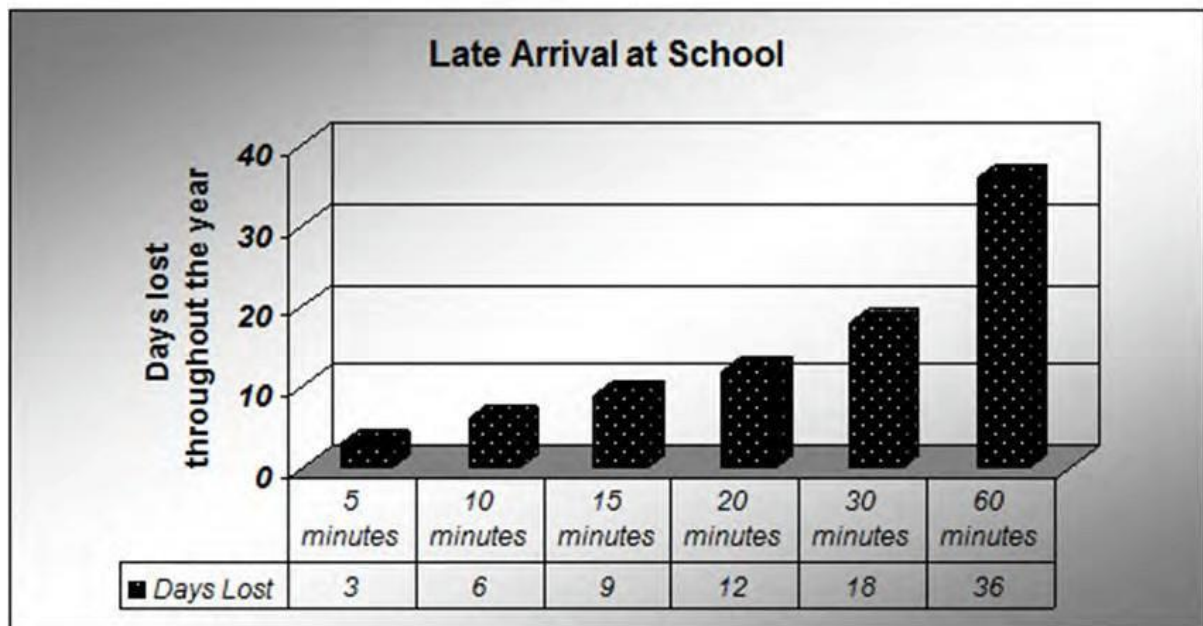
- Shopping
- Oversleeping (more than 30 minutes Late = ABSENCE CODE RECORDED)
- Celebrating a birthday
- Holidays during term time

### **Planned Absence during Term time for holiday or any other unauthorised reason**

- As a school we follow County Policy regarding **NOT AUTHORISING** any holidays during term time (We adopted this policy since DfE guidelines recommended it in 2006)
- If your reason for absence meets the criteria of “exceptional circumstances” this may be agreed by the Principal –Mrs Claire Morrell –requests must be made in advance in writing - No Holiday is likely to meet this criteria
- **N.B. ANY ABSENCE OF 10 SCHOOL DAYS OR MORE –currently requires the school to refer the case to the Education and Inclusion Partnership (EIP) for legal action to be taken – typically a Fixed Penalty Notice (FPN = Fine) –see further details in this pack**
- **Please note that County Policy regarding the number of days of Unauthorised Absence which will trigger a fine (FPN) may be changing.**
- Please check the school website or NCC website for policy surrounding Unauthorised Absence and Term Time Holidays –currently being revised
- Any absence –whether authorised or not is still an absence and will affect your child’s attendance record (and probably their attainment)

## Late arrival at school

- Lateness impacts on progress and results in missed learning
- School operate a Late Gate system which means students have to attend a detention during their first Break of the day if they arrive late to school.
- School will follow Government Guidelines regarding students who are regularly late for school –Parents/Guardians could incur a Fixed Penalty Notice (FPN = Fine)



## Students ARRIVING OR LEAVING SITE during the school day

- They must be sign in and out at Student Reception
- Any notes explaining absence should also be brought to Student Reception

## How does school work with families to support good attendance?

- School lets students staff and parents know when there are concerns regarding attendance and or punctuality
- Parents/Guardians are invited to Attendance Support meetings where issues are looked at and attendance targets set.
- School monitors attendance and absence weekly

**How do school proceed when attendance continues to be a concern?**

- Where there are ongoing concerns Parents/Guardians are invited to agree a Parenting Contract
- Barriers to good attendance are discussed and support offered
- When Attendance targets are not met on Parenting Contracts cases are reported to the Education and Inclusion Partnership (EIP) for them to consider legal action
- EIP referral –Outcome = Caution/Fine –(FPN)/Imprisonment

**The most important thing for us is that your child is safe, learns and makes progress. We also wish to ensure that they are happy in school and achieve their potential. The best way to achieve this is for them to attend school every day and on time.**

**Attendance Percentages:**


**GREEN 100% -96% Excellent Attendance which will have a positive impact on your child’s education and life chances**

**Below 95% attendance – monitoring needed –Cause for concern which may have an impact on your child’s education.**

**RED 90% or below Serious cause for concern which will have a detrimental impact on your child’s education = Persistent Absence (PA)**

**Attend and Achieve!**  
**Days off school = Days of lost learning**

Percentage attendance in one school year	Number of lessons missed	Number of days of learning missed
<b>100%</b>	<b>0</b>	<b>0 days missed</b>
<b>95%</b>	<b>45</b>	<b>1 week &amp; 4 days missed</b>
<b>90%</b>	<b>90</b>	<b>3 weeks and 4 days missed</b>
<b>85%</b>	<b>135</b>	<b>5 weeks and 3 days missed</b>
<b>80%</b>	<b>180</b>	<b>7 weeks &amp; 3 days missed</b>
<b>75%</b>	<b>225</b>	<b>9 weeks &amp; 1 day missed</b>

**Research suggest that 17 missed school days a year = 1 GCSE grade drop in achievement** 

**Please contact us at school if you have any concerns about your child’s attendance.**

