

Sometimes attendance data can be difficult to understand.

This table shows you what the data means about your child's attendance at school.

Attendance % figure of....	Equivalent days missed over a school year would be ...
100%	0 Day missed
95%	10 Days missed – half a day's absence every 2 weeks
90% Please note that from September 2015 90% or below will be considered as "Persistent absence"	20 Days missed – half a day's absence per week
85%	30 Days missed
80%	40 Days missed – one day's absence per week

Roles/Responsibilities

School will..

- Set high expectations for pupil attendance, and monitor individual and whole school attendance on a weekly basis.
- Identify causes of concern with regard to pupil attendance.
- Make initial contact with parents/carers where there is unexplained absence.
- Invite parents/carers into school to discuss where there is no improvement.
- Work in partnership with the LA, and with EWS particularly.
- Maintain electronic registration data systems effectively and deploy them robustly to facilitate presentation of reports.
- Provide attendance data for parents.
- Promote attendance at all levels – within school, the community, the LA, regionally and nationally.
- Celebrate excellent and improved attendance.

Parent/Carers should ...

- Ensure pupils arrive at school on time every day and that routines are in place at home to support this.
- Contact the school by 9.30 am for each day of absence.
- Obtain evidence where possible to support medical absence.
- Avoid term time holidays, and attempt to minimise school time appointments.

Pupils should ...

- Arrive at school, on time every day with correct equipment and ready to learn i.e. PE kit and reading book.
- Comply with school regulations regarding attendance and punctuality.
- Discuss any concerns they may have with staff regarding attendance and punctuality.

Education Welfare Service / Local Authority will ...

- Work in partnership with the school to promote and facilitate improved attendance, at an individual level, either through a referral system or using the Fastrack to Attendance Programme; and at whole school level using proactive strategies and Action Plans.
- Work with children and families to ensure their school attendance and safeguarding is maintained.
- Provide advice and guidance with regards to Children Missing Education, Child Employment and Licensing.
- Work in partnership with other agencies and will offer advice and signposting for referrals to appropriate organisations.
- Undertake legal action on behalf of the School.



THREE LANE ENDS ACADEMY

ATTENDANCE

Our Academy takes attendance and punctuality seriously. Statistics show a direct link between underachievement and poor attendance. Every lesson counts and it is important that your child attends school regularly and on time to ensure a good pattern of attendance leading to good achievement.

We are aware that the majority of children have good attendance and we receive good support with attendance from most families, but there are still some issues around attendance that the schools need to resolve to ensure that all children have good attendance patterns and can achieve their educational potential.

This leaflet outlines our Attendance Policy and how it will be used to support good attendance of pupils in our school for the academic year 2015/16.

If you are unsure about anything you have read or have any questions, please contact school and we will make an appointment to speak with you on an individual basis.

Fixed Penalty

Holidays in Term Time

Our Academy does not authorise term time holidays unless there are exceptional extenuating circumstances. This is in line with national regulations which came in to effect from September 2013.

Holidays taken in term time will incur fixed term penalties for families. These are £60 per parent, per child. The fine rises to £120 per parent, per child if it is not paid within 28 days.

Before booking a holiday in term time, consider the following:

- During one weeks absence your child will miss approximately 25 hours of their education.
- If your child has two weeks holiday during term time and one week of illness during the school year they will miss 7.7% of their education that year. If this pattern is repeated throughout their school life they would miss 33 weeks of their education.

Irregular School Attendance

Since September 2013, our Academy have the option to issue fixed penalty notices for irregular school attendance. This may apply in the following circumstances:

- Your child has a pattern of broken weeks across a half term
- Your child has a pattern of absence on particular days (eg. Fridays)
- A high number of U codes in register as a result of persistent lateness to school
- A high number O codes in the register as a result of no reason being given for absence

School will work in partnership with parents to discuss attendance issues prior to issuing fixed penalty notices. Parents/carers will be made aware if their child's attendance is a cause for concern and clear instruction / advice will be given about how it needs to improve. Parents/Carers will be invited to attend a meeting at school with school staff and EWS. School will challenge persistent non-attendance using early identification and intervention strategies. If unacceptable patterns of attendance persist, future non-attendance may be unauthorised and families may be asked to provide evidence to substantiate non-attendance at school. This would be a doctor's letter / consultant appointment or a prescription.

The fixed penalty notices are £60 per parent per child.

Punctuality

We expect pupils to arrive at school on time and ready for learning. This is to prepare pupils for later life, where punctuality will be important in their working life.

Registers are called in accordance with LA guidelines before the morning and afternoon sessions and sent to the office immediately.

School opens from 8.40am and the doors are locked at 9.00am at which time the register is taken. Children arriving after the register has been called at 9.00am have their absence coded as an L code or as a U code, depending on how late they are. A U code is an unauthorised absence code. School will follow up unexplained absences by contacting parents / carers on the first day of absence.

It is the responsibility of parents and carers to ensure that their child arrives at school on time. School will contact you if they have concerns about your son / daughter's punctuality.

Attendance Incentives

We have 2 incentives to reward children for good attendance and punctuality.

The first of these is for 100% attendance across the year.

The information for this incentive is taken from a register check at the end of the academic year. Children who have 100% attendance in the register are rewarded with a gift voucher at the end of the school year.

Our second incentive is awarded weekly. Children can earn an attendance ticket each Friday that they have arrived at school on time each day that week and remained in school for the full day. The tickets can be saved and exchanged for prizes

The attendance incentives are designed to encourage pupils to attend school regularly and on time.