

Attendance Matters!



Every Student, Every School, Every Day



Dear Parents / Carers,

We hope you find this short presentation helpful in continuing to support your child and our school with having excellent attendance.

School attendance does have a direct correlation to academic success, along with so many other aspects of your child's health and wellbeing.

As a school, we will endeavour to try and support you and your child with any attendance concerns that might arise. Please do not hesitate to get in touch with us via attendance@holbrookacademy.org

Aspire . Engage . Achieve

Facts around poor school attendance...

- Limits opportunities
- Academic underachievement
- Poor attenders tend to lose friends
- Students get into a pattern of not attending school
- Frequent short absences are the hardest to deal with



ATTENDANCE MATTERS!

When you're in school you...



Have fun



Make new friends



Gain qualifications



Achieve



Develop new skills



Experience new things

Build your confidence



self esteem

Develop awareness of other cultures, religion, ethnicity and gender differences



Have the best possible start in life!

GOOD ATTENDANCE MEANS

BEING IN SCHOOL AT LEAST 95% OF THE TIME (BETWEEN 180 & 190 DAYS)

175 NON-SCHOOL DAYS PER ACADEMIC YEAR FOR FAMILY TIME, VISITS, HOLIDAYS AND SHOPPING

190 SCHOOL DAYS PER ACADEMIC YEAR

BEST CHANCE FOR SUCCESS

190 SCHOOL DAYS IN EACH YEAR

100% ATTENDANCE

180 DAYS OF EDUCATION

95% ATTENDANCE

CAUSE FOR CONCERN

LESS CHANCE FOR SUCCESS

179 DAYS OF EDUCATION

94% ATTENDANCE

172 DAYS OF EDUCATION

91% ATTENDANCE

SERIOUS CAUSE FOR CONCERN

PERSISTENT ABSENCE

UNLIKELY TO FULFIL ACADEMIC POTENTIAL

171 DAYS OF EDUCATION

90% ATTENDANCE

161 DAYS OF EDUCATION

85% ATTENDANCE

Attendance over One School Year

- 98% attendance = less than 4 days absent
- 95% attendance = less than 10 days absent
- 90% attendance = 4 weeks absent
- 85% attendance = 5 ½ weeks absent
- 80% attendance = 7 ½ weeks absent

Illness happens!



If your child is off school for a week with a sickness bug, it can happen, but your child can recover from this type of absence academically.



However, sporadic attendance which consists of 1, 2 or even 3 days off every week impacts your child in a very different way, it is much harder to recover from this type of absence academically.

What a difference a day makes!

Each school year is 38 weeks

190 days at school

1 day off a week = 38 days of absence

This equates to 80% attendance overall

Attendance 'V' Performance

Data shows that statistically if your child has **17 days of absence** in an academic year it has a direct link to academic performance, reducing GCSE potential by ONE whole grade.

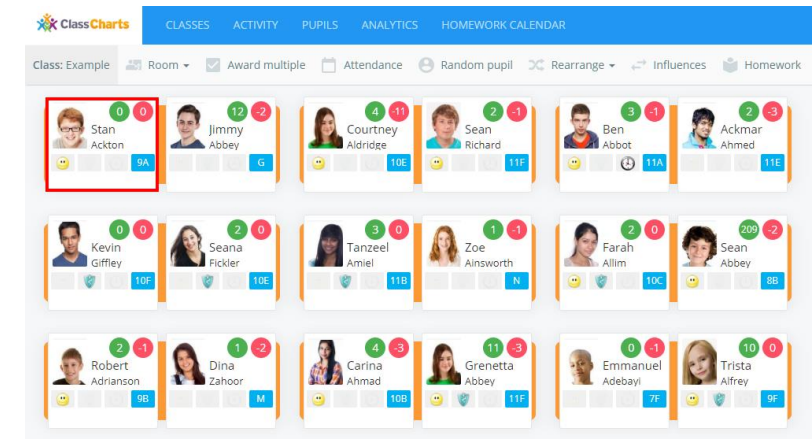


Monitoring and Tracking Attendance

We have a legal duty to track and monitor schools attendance. You have a legal responsibility to ensure your child is attending school and on time. If your child is unable to come to school for any reason, this is what should happen...

1. Parents / Carers to ring the absence line by 8:30am or send a message via 'School Comms'
2. If we have not heard from parents / carers we will, send a text via 'School Comms'
3. If we still have not heard from parents / carers we follow that up with a phone call.
4. We code your child's absence accordingly. This is a legal requirement for all schools to do.

We primarily use a system called Class Charts to log your child's attendance, along with behaviour, rewards and some other data. Teachers are required to register your child for every lesson, including first thing in the morning during registration. The Tutors, Heads of Year and Attendance Team regularly check and monitor the registers and follow up with any concerns.



Attendance (96.15%)

	04 SEP	05 SEP	06 SEP	07 SEP	08 SEP	09 SEP	10 SEP	11 SEP	12 SEP	13 SEP	14 SEP	15 SEP	16 SEP	17 SEP	18 SEP	19 SEP	20 SEP	21 SEP	22 SEP	23 SEP	24 SEP	25 SEP	26 SEP	27 SEP	28 SEP
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Period 1	/	/	/			/	/	/	/				/	/	/	/	/			/		/	/	/	
Period 2	/	/	/			/	/	/	/				/	/	/	/	/			/		/	L	/	
Period 3	/	/	L			/	/	/	/				/	/	SSC	/	/			/		L	/	/	

- Present
- Unauthorised absence
- Authorised absence
- Late

Please note these are just DEMO students shown for examples of what our registers look like.

I / M / L / U / O - Attendance Codes

- **I & M code:** We do authorise absence for Illness and Medical appointments. However, we must have medical evidence for these.
- **L code** is considered late between 8:40am and 9am
- **U code** is considered very late after 9am. This will result in a detention and is classed against your overall attendance figures and can result in Educational Welfare Officer being involved and even a fine.
- **O code** is a completely unauthorised attendance, usually because we have not been informed as to why they are absent or we have been given no medical evidence. These codes can also result in Educational Welfare Officer being involved and a fine.

Fines: If a Fixed Penalty Notice is issued there is a fine of £80 per child per parent. This can also be followed up with further legal action if not paid.

Attendance Expectations

What STUDENTS must do:

- Get up, dressed and ready for school.
- Access the transport options for them to arrive on time.
- Attend all lessons on time.
- Sign in separately if they are late.
- Listen to and work with parents / carers and staff to ensure the best possible levels of success.

What PARENTS must do:

- Try to telephone the school before 8.30am each day of your child's absence.
- Tell the school in advance of any medical appointments and bring in appointment cards/letters.
- If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.
- Have a backup plan for if your child misses transport, call on a family member, neighbour or friend.
- If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

What SCHOOL will do:

- Check your child's attendance every day.
- Phone home to discuss your child's attendance with you
- Invite you into school for attendance meetings if we are concerned.
- We will offer guidance and support and where necessary discuss possible interventions to help your child.
- If we cannot establish a reason for absence, then we may make a welfare visit to the child's home.

Any attendance concerns, these are the key staff to be in touch with...

Tutors are your first port of call.

Heads of Year

Miss Marshall: Attendance Officer (Front Office)

Mrs Jackson: Family Liaison Officer (Pastoral Office)

Mrs Darby: Assistant Head, SENCO (Hub)

Mrs King: Assistant Head, Attendance and Safeguarding (Pastoral Office)