

Attendance Matters!

There is a direct link between poor attendance and under-achievement.

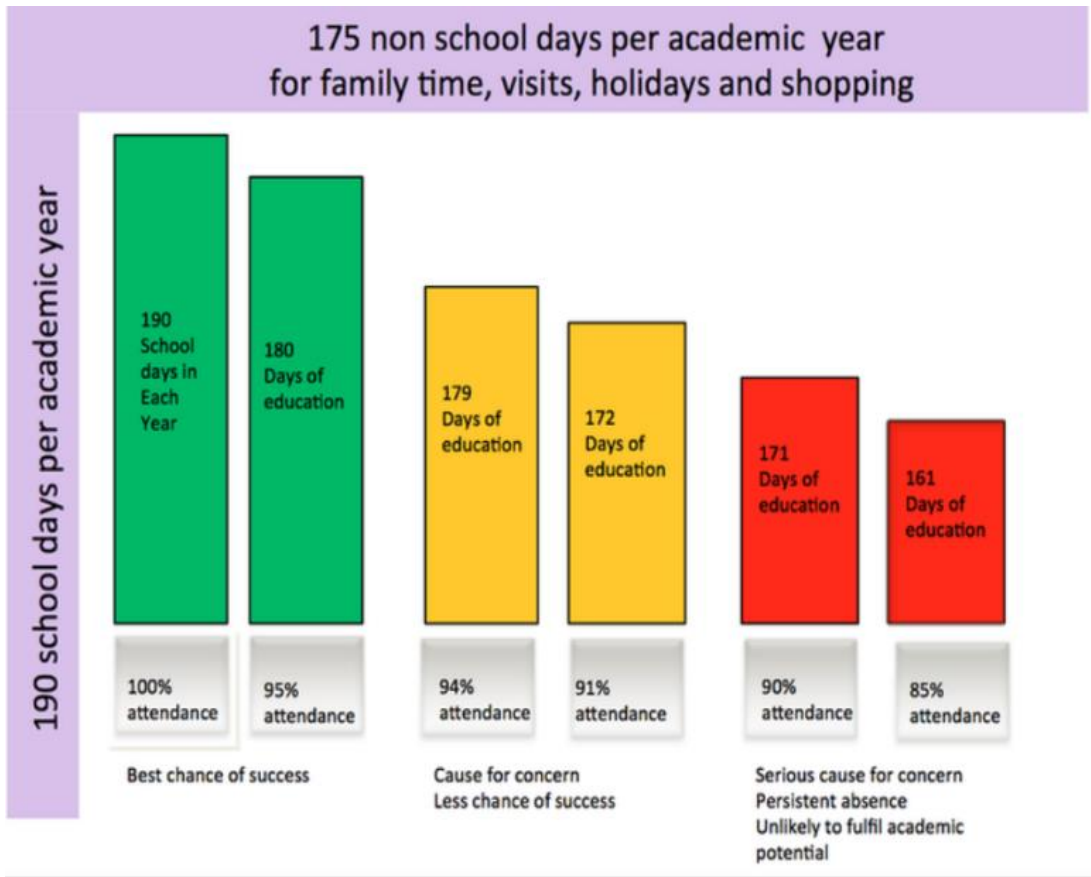
Children who regularly attend school:

- Make better progress, both socially and academically.
- Find school routines, schoolwork, and friendships easier to cope with.
- Find learning more satisfying.
- Learn learning habits which will help them later in life.

Absence for whatever reason disadvantages a child by creating gaps in their learning. Good progress can only take place when children are in the classroom regularly and on time.

School registers are checked regularly by the Head of School, secretary and class teachers, and poor attendance is followed up. The Head of School undertakes a fortnightly attendance check to look at any children whose attendance has fallen below our target. Once attendance figures have been reviewed, we follow a process to support families to improve. Please see below and appendix 1 – Attendance Flowchart.

Attendance %	Stage	Action
95% - 97%	1	Fortnightly monitoring, which will be escalated to Stage 2 if attendance does not improve or drops below 95%.
90% - 95%	2	A warning letter will be sent home; attendance is closely monitored. If attendance does not improve within two weeks, you will be asked to attend a meeting with your child's class teacher and/or the Deputy Head of School. Attendance will be escalated to Stage 3.
Below 90%	3	Your child is now classed as a <u>Persistent Absentee</u> . You will be asked to attend a meeting with the Head of School. A second warning letter will be sent home with a target for improvement. If your child now misses 10 sessions within 10 weeks, you will be issued with a fine. The Head of School may refer you to the East Sussex Attendance Lead.



Attendance in Numbers:

Attendance %	Attendance in Days	Absence in Days	Hours of Lost Learning
100%	190	0	0
97%	184	6	30
95%	180.5	9.5	47.5
90%	171	19	95
80%	152	38	190

Every Minute Counts

Lateness = Lost Learning (the figures below are calculated over a school year)

5 minutes late each day = 3 days lost!

10 minutes late each day = 6.5 days lost!

15 minutes late each day = 10 days lost!

20 minutes late each day = 13 days lost!

30 minutes late each day = 19 days lost!

Unauthorised Absence

There is no entitlement to time off during term time. If children are absent for reasons which are not permitted by law, or where the explanation or reason for the absence is considered unsatisfactory absence will be recorded as 'unauthorised'. Examples of unauthorised absence are:

- Term-time holidays
- Absence following or prior to a school closure or authorised leave
- Waiting for a delivery or repair
- Taking or collecting a relative to/from the airport
- Going for a family day out
- Sleeping in after a late night
- Going shopping or for a hair cut
- Because it is a child's birthday
- Parent/carer's illness (other than in an emergency)
- Frequent unsubstantiated claims of illness
- Where there is no explanation for an absence

Attendance and The Law

The legal duties of schools:

Schools have a legal duty to monitor student attendance daily and to inform the local authority of any student who is regularly absent from school. They must also investigate any unexplained absences as part of their legal safeguarding duty.

The legal duties of parents and carers:

You must make sure your child gets a full-time education that meets their needs. If your child is registered at school, you must ensure they attend regularly and arrive on time. Children must get an education between the school term after their fifth birthday and the last Friday in June in the school year they turn 16.

When your child is not receiving an education:

The school will contact you if your child is enrolled in school and does not attend (even if they're only absent for a day). The local authority will contact you if your child has irregular school attendance or the school makes a referral to the local authority for further investigation and support

You can be prosecuted if you do not give your child an education. Prosecution is a last resort. You will normally get offers of support first. Then, if appropriate, the local authority may issue warnings.

Legal action to enforce school attendance:

Local councils and schools can use various legal powers if your child is missing school without a good reason. They can give you:

- A Parenting Order
- An Education Supervision Order
- A School Attendance Order
- A fine (sometimes known as a 'penalty notice')

Parenting Order: This means you must go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.

Education Supervision Order: If the council thinks you need support getting your child to go to school but you're not co-operating, they can apply to a court for an Education Supervision Order. A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

School Attendance Order: You'll get a School Attendance Order if the local council thinks your child is not getting an education. You have 15 days to provide evidence that you've registered your child with the school listed in the order or that you're giving them home education. If you do not, you could be prosecuted or given a fine.

Fine: Your local council can give each parent a fine of £60, which rises to £120 each if you do not pay within 21 days. If you do not pay the fine after 28 days, you may be prosecuted for your child's absence from school.

Prosecution: You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.