

The Government Says:



There is a direct link between good attendance and good results. A student who attends regularly will achieve well.

Attending School every day means:

- Better Life Chances for your child
- Building lasting and valuable friendships
- Being able to see your child achieve their full potential and access the maximum range of opportunities

Beckingham Primary School

Bracken Lane Primary School

Clarbrough Primary School

Misterton Primary School

North Leverton Primary Academy

Ordsall Primary School

Rampton Primary School

St Peters CoE Primary School

St Swithuns CoE Primary School

Thrumpton Primary School

Walkeringham Primary School

Retford Oaks Academy



Persistent Absenteeism (PA)

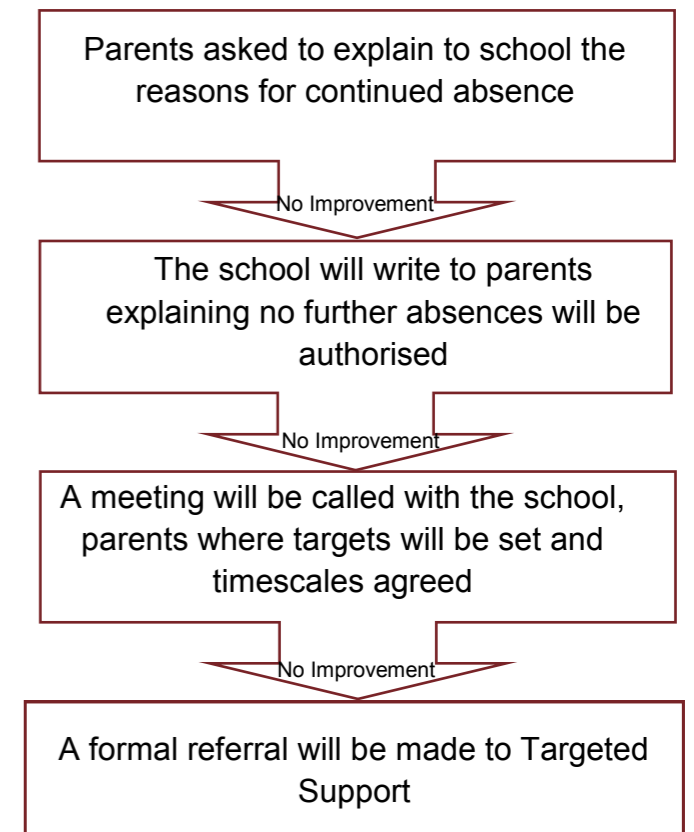
The threshold for a 'persistent absentee' is 6 sessions (3 days) in a rolling six week period for whatever *unauthorised* reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' full support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately. PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment. All our PA pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support or an incentive programmes and participation in group activities around raising attendance. All PA cases are also automatically made known to Nottinghamshire County Council and a fixed penalty notice may be issued.



How can parents encourage good attendance

- **TALK** regularly with your child about school and how they feel about it. They are more likely to attend if they feel supported and their anxieties are listened to.
- **PHONE** as soon as possible to let us know of your child's absence.
- **DO NOT** take holidays in school time.
- **DO NOT** allow your child to have time off unless it is really necessary.
- **ENSURE** your child is in school during assessment weeks
- **DISCUSS** with school, at the earliest opportunity, any problems/worries that are affecting your child's attendance.
- If you have any concerns **RING US** - we will check attendance and be discreet.
- **PRAISE AND REWARD GOOD ATTENDANCE:** even the small improvements and successes.

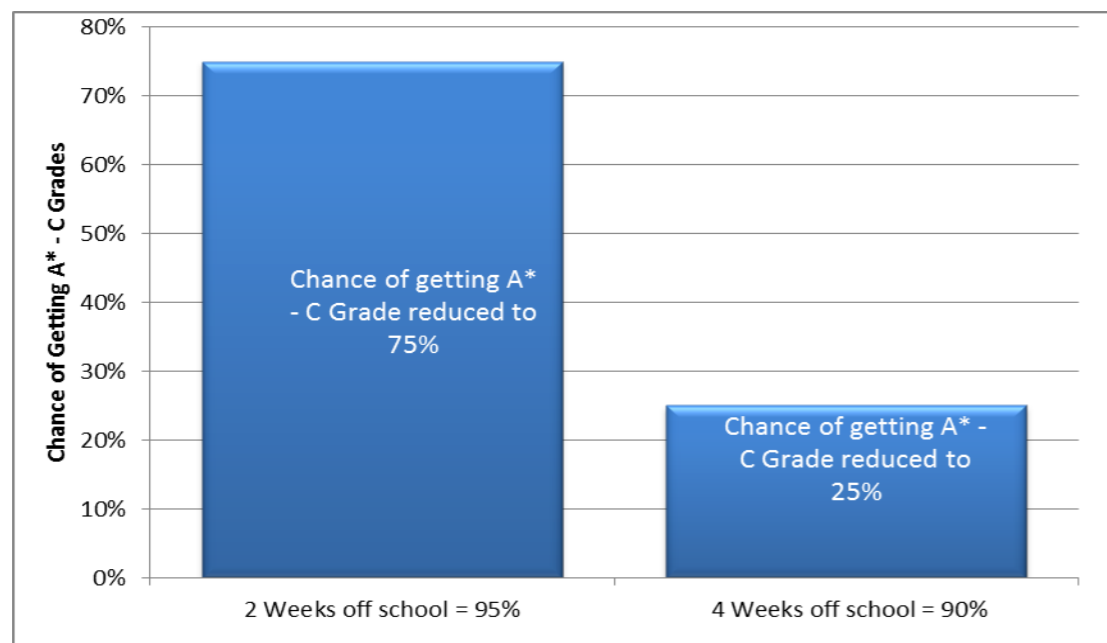
Procedure when attendance causes concern



MAKE EVERY DAY COUNT

As a family of schools our expectation is that every child's attendance is at least

95%



- Excellent Attendance is 98% and above (4 days absence)
- Good Attendance 95%—97%
- Attendance causing concern is less than 90%
- Any attendance below 85% will result in a referral to the Targeted Support Service. This will rise to 90% in September 2015.



Children are expected to attend the school for the full 190 days of the academic year unless there is a good reason for absence. However at the end of the year we give **certificates for 100% attendance** (excellent) and **for very good** (approx. 98 to 99%) as our attendance is above national standards. It is the responsibility of parents and carers to ensure their children attend school regularly and on time. Failure to do so is an offence under Section 444-1 of the Education Act 1996. We will support the process of encouraging good attendance, but ultimately it is the parent/carer's responsibility to achieve it. Please note your child should be in school in time for the official start time. If your child is late you must report to main reception and offer an acceptable reason for the lateness.

There are two types of absence

Acceptable and Authorised Absence

- Genuine illness
- Hospital appointment
- Medical or dental appointment
- Close family funeral/wedding
- Cultural/religious observance.

Unacceptable and Unauthorised Absence

- Shopping trips
- Looking after siblings
- Looking after sick relatives
- Preparing for holidays
- Holiday in an Academy year.
- Looking after house for parents.

If your child is absent, you must call the school on the first day, stating the reason why your child is not able to attend. We will then decide whether to authorise the absence or not. If we do not authorise the absence, you will be informed. If your child is feeling better, as the day progresses, please bring them into school.

Holidays in Term Time

From 1st September 2013 schools no longer have the authority to authorise holidays taken in term time, unless there are exceptional circumstances.

Should students be taken out of school for a family holiday during term time then the absence will be recorded as unauthorised and families may be liable for a fixed penalty notice, issued by Nottinghamshire County Council.

Cases for exceptional circumstances should be put in writing to the school.

