

Attendance and our school vision

How are our school values relevant to attendance?

Loving to learn and learning to love.
We want our children to skip to school because they love learning, and love spending time with their friends.

Make the most of every opportunity.
Every lesson is designed to take pupils' learning on to the next step. Children who miss learning develop gaps and find it more difficult to achieve their best. A missed lesson can be a missed opportunity.

Every person is a gift from God, unique, valued and loved.
Every pupil deserves to be given the best opportunities to develop their skills and talents. Good levels of attendance support this goal.

Resilience
We want our children to become individuals who are able to keep going and conquer hurdles or barriers. This builds their self-esteem further.

Pride in all we do
We want our children to be proud of who they are and of their achievements; we want parents to be proud of their children and of the school; teachers want to be proud of the progress their children make. Good attendance makes this possible.

Frequently Asked Questions

How is attendance managed?

Astley school follows the DfE document:

School attendance, guidance for maintained schools, academies, independent schools and local authorities [November 2016]

The guidance stipulates that there will be 190 days in the year divided into two sessions. The attendance register must be taken at the beginning of each session.

Why has my child been given a late mark?

Pupils must arrive in school by 8.55am at the latest. If a pupil arrives after registration has closed the absence will be recorded as late.

How can I find out the level of attendance of my child?

Astley School sends home your child's individual attendance report at the end of each term. This will tell you whether your child's current attendance falls into the **GREEN**, **ORANGE** or **RED** category.

Does good attendance really matter?

Research shows that it is harder for children with attendance levels below 90% to achieve age related standards. This is unsurprising considering that 90% attendance over a child's school life equates to a year of missed learning.

What happens if unauthorised leave is taken?

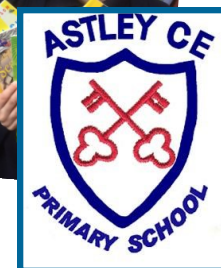
A formal warning of a Penalty Notice may be issued where five unauthorised school days are taken in a six week period. Where further unauthorised absence is taken in the following fifteen days, a Penalty Notice will be issued.



ATTENDANCE MATTERS!



A guide for parents



Why is good attendance important?

We want children to grow up to be healthy, independent individuals with high levels of motivation, resilience and self-esteem so that they can lead safe, happy and fulfilled lives. We want them to be able to form positive relationships and contribute effectively to their communities.

Good attendance is vital in ensuring that children make the most of every opportunity to maximise their potential. School is a place where children take their first important steps towards independence and learn effective interpersonal skills. Time missed from school means missed opportunities, gaps in understanding, lower attainment, underdeveloped life-skills and self-esteem.

How is attendance monitored?

Every child's attendance is recorded electronically by the school office. Children's attendance is RAG rated.

GREEN - national average (96%) or higher

ORANGE- below national average (96%) but above the persistent absence threshold (90%)

RED - below 90% (described by DfE as persistent absence)

Improving attendance

RAG rating attendance allows us to give targeted support to families who most need it.

ORANGE rated pupils will have their attendance tracked monthly.

RED attendees will be monitored weekly with regular parent meetings and support provided to ensure that attendance improves.

How can parents help?

If a child is unable to attend school, a parent must contact the school before 8.55am stating the reason for absence. The school has an answering machine which is switched on when the office is not supervised. The absence will be written into the attendance register for the pupil's class using the appropriate code; a note will also be included in the register informing the class teacher of the reason for absence. At 8.55am, registers are distributed to classrooms.

The first activity of every session is the taking of the register; every child present is marked using the / \ codes by the class teacher. For children not present and whose parents have made no contact, no mark is made. The register is then returned to the school office administrator who is responsible for checking every register and noting any children with a missing attendance mark. Contact is made with parents by the school office to find out the reason for absence.

Term time leave of absence

The Education (Penalty Notices) (England) (Amendment) Regulations 2013 amended the law in respect of parents wishing to take leave of absence in term time, removing any reference to the taking of holidays in term-time. This amendment was upheld by the High Court in 2017.

Parents are therefore not entitled to take holidays in term-time, and head teachers are not able to authorise leave of absence except in exceptional circumstances. The NAHT define exceptional circumstances as being: **rare, significant, unavoidable and short.**

If a need for special leave arises due to a circumstance that is rare, significant, unavoidable and short, parents must write a letter to the head teacher who will make a decision whether to authorise the absence based on the NAHT criteria. Also taken into consideration will be the attendance band of the child.

Every effort should be made to make routine appointments such as the dentist outside of school hours. However, it is recognised that there will be times when a child will be absent from school because of unavoidable medical appointments.

For further details our Attendance Matters policy can be found on our school website. Please click on Statutory and Policies.