

Why is Good Attendance Important?

Good attendance maximises your child's educational opportunities and helps them achieve their full potential. This in turn, improves their chances and choices in adult life.

Regular attendance and punctuality prepares your child for the world of work, where good attendance and punctuality is required.

Regular attendance at school improves your child's social skills and supports development of friendships and relationships.

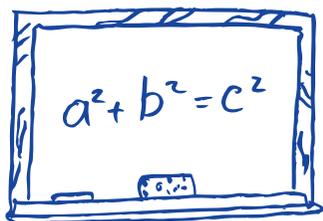
What is Good Attendance?

All Outwood Academies will strive for 100% attendance for all students. Each Academy will set its own attendance target. Any student with attendance below this is a concern.

The Government considers that any student with attendance of 90% and below is a Persistent Absentee.

We will work hard to reduce the number of students who are Persistent Absentees, in order to maximise educational opportunities for all students.

Students' end of year attendance percentage will fall by 1% for every 2 days of absence they have during the academic year.



Reporting an Absence

Please call your Academy's main telephone number.

(You can leave a message 24 hours a day)

Please let us know your child's name, year group, the date of the absence, the reason for absence, and, if you can, the expected date of return.

Please complete a note in your child's planner for them to bring to the Attendance Office on their return to the Academy.

If you wish to discuss your child's absence, please ask us to return your call.

Useful Links

www.gov.uk/school-attendance-absence

www.bbc.co.uk/schools/parents/school_attendance

www.ace-ed.org.uk/advice/attendance

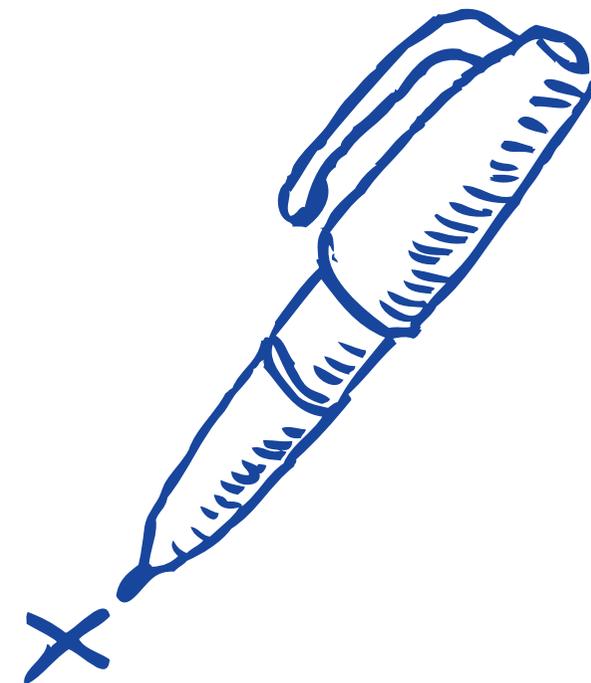
Local Council Education Welfare Service website

Your individual Academy's website

www.outwood.com



SCHOOL ATTENDANCE



A Guide for Parents/Carers

Parents' Responsibility

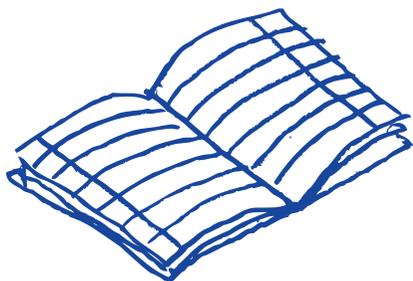
As a parent, you have a legal responsibility to ensure your child is educated.

You must ensure that your child attends the school at which they are registered until the last Friday in June in the school year in which they reach the age of 16.

The Local Authority has a duty to ensure all parents fulfill their responsibility.

What can Parents/Carers do?

- Take an interest in your child's school work and talk to your child about school.
- Support the school - attend parents evenings.
- Be positive about school, even if there are problems. Your child will not want to attend if they think you aren't happy. Contact us as soon as possible to discuss any problems so that we can support you to resolve them.
- Ensure your child attends every day unless they are too ill to do so. Keeping your child off when it is avoidable gives them the message that school is not important.



Registers and Absence

The register is taken at the start of every lesson and shows whether your child is present or absent. All absences will be followed up, including messages sent home to parents of students absent from period 1. It is vital your child follows correct Academy procedures to get their registration mark if they are present.

Absences are either authorised or unauthorised. The law is clear that schools, not parents, authorise absences. You should contact the Attendance Office to ask permission for an absence or to explain why your child is unable to attend. If you don't get permission and keep your child off school, you will be breaking the law and may be fined or taken to court.

What to do if your Child doesn't want to go to School

Don't ignore it - You will need to find out why and act accordingly:

Problems with learning - This may not always be obvious. Talk to your child and contact the school to discuss your concerns.

Problems at home - Bereavement, divorce, illness, housing problems, debt, stress and domestic violence will all affect your child. Contact us about pastoral support for your child.

Bullying - This is a common reason for children refusing to go to school and is a worry for parents. Contact us as soon as possible so we can help.

Illness/mental health - Any health problem that keeps your child away from school regularly should be investigated. Contact us as soon as possible to discuss how we can help. You may also need to contact your GP and/or seek specialist help.

What can the Academy do?

It is important that you let us know about any problems as soon as possible so that we can support your child to improve.

Learning support - Support with particular difficulties; short-term help with study skills; look at your child's timetable/subject choices.

Pastoral support - Extra help for your child at times of crisis/stress; buddy/mentor support; counselling.

Support for parents/carers - Support for you to help with your child's difficulties; links with outside agencies/services who may be able to help.

What if Attendance doesn't Improve?

If your child's attendance doesn't improve despite support from the Academy, you will be seen to be failing in your responsibility to ensure regular attendance at school.

Some Academies can use a Fast Track to attendance process which could mean you are issued with a Penalty Notice if your child's attendance doesn't improve. Penalty Notices can also be issued for truancy, unauthorised leave of absence during term time and excessive unauthorised absence/poor punctuality. For more details regarding Fast Track and Penalty Notices please see separate leaflets.

The Local Authority can take parents to the Magistrates' Court where they can be prosecuted. Parents found guilty can be fined up to £2,500 or imprisoned for up to 3 months. Education Supervision Orders and Parenting Orders can also be made by the Local Authority or the Courts.