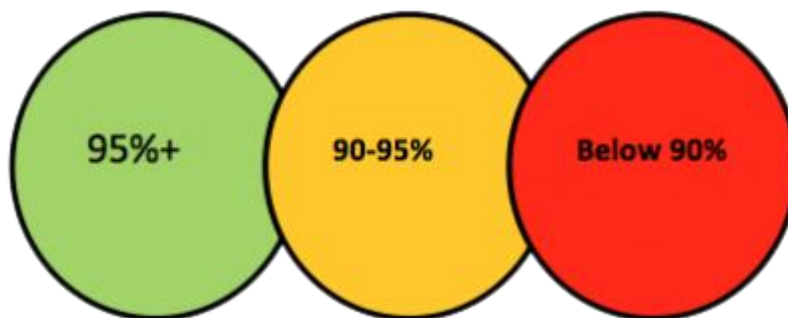


Attendance Matters: What zone are you in?



“At Coney Hill, we strongly believe that good attendance and punctuality is vital for EVERY child”

Since September, we have been monitoring the attendance and punctuality of all pupils closely.

We will be contacting ALL parents by letter of pupils whose attendance is currently below the school / government target of 95%.

We are also introducing our ‘Attendance / Lateness Flow chart’ to clearly outline to parents / carers the next steps and consequences if a child’s attendance does not improve (see attached)

What zone are you currently in?

Green Zone – No contact will be made to parents

Amber Zone – Parents will receive an attendance letter outlining current attendance

Red Zone – Parents will receive an attendance letter and will be asked to attend an attendance meeting this term

Children who attend school every day are more likely to:

- Make more academic progress
- Leave school with higher academic levels
- Develop socially and emotionally, making strong friendships with their peers.

To give our children the best chances and opportunities, they must be in school. We will work tirelessly to get the children into school but we can only do it with your help and commitment.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 96%.
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

Responsibilities of Staff in school:

- Ensure that all pupils are registered accurately & on time.
- Promote & reward good attendance at all appropriate opportunities.
- Liaise with the appropriate member of staff on matters of attendance and punctuality.
- Communicate with pupils and parents/carers regarding absences and poor punctuality.

Responsibilities of Pupils:

- Attend every day unless the reason for absence is unavoidable.
- Arrive in your classroom on time, every day.

Responsibilities of Parents and Carers:

- Ensure your child attends every day the school is open unless the reason for absence is unavoidable.
- Ensure your child arrives in their classroom on time, every day.
- In the event of being late, take your child to the main office, sign them in with the Attendance Office and include a reason for lateness.
- In the event of any absence, inform the school on the first day of absence and every subsequent day of absence by phone

- Book any medical appointments around the school day. Where it is not possible to book an appointment outside of school hours, the pupil should be out of school for the minimum amount of time necessary (e.g. attend school before and after appointment as appropriate)
- Provide written medical evidence to support any absence if requested by the school.
- Only request for leave of absence if it is for an exceptional circumstance - ensuring our school procedures are followed.

Ensuring your child's regular attendance at school is a parent/carers' legal responsibility as per the Education Act 1996 Section 444 and permitting absence from school that is not authorised by the school creates an offence in law.

Holidays / request for leave of absence:

The Headteacher will only grant a leave of absence for up to 10 days in term time if the child's current attendance is **96% or above**. A holiday request form must be sent in for the attention of the Headteacher. Holidays or a leave of absence taken without the Headteacher's permission will be unauthorised.

Lateness:

The school day starts at 8.50am and ALL children are expected to be in class by 9.00am. The gates to the school site will be closed promptly 9.10am. Children arriving after this time will be marked as late and **MUST** report to the school office to speak to the Attendance Officer stating a reason for being late. **If your child has more than 6 recorded 'lates' in a term then you will be contacted by letter and asked to attend an attendance meeting at school.**

Attendance meetings:

If your child has poor attendance or their attendance fails to improve – you will be asked to attend an attendance meeting in school.

When the attendance meetings happen they follow a set agenda:

- Meeting data and time
- Register of people in attendance
- Attendance issue and percentages (number of sessions missed)
- Agreed Actions
- Review date

If deemed necessary – external professionals such as the Inclusion Team / Early Help will be asked to attend the meeting as well to discuss support available.

Thank you for your continued support



Headteacher

#ProudtobeAHillier

