



# Your Child's Attendance Matters

**100% Attendance**



**96% Attendance (school target)**



**Less than 92% Attendance**

Monitored weekly by Attendance Team

Meetings with pupils to discuss concerns/offer support



**Less than 90% Attendance**

90% attendance looks like:

- ½ day absence per week,
- Four weeks absence per year,
- ½ year absence in five years of secondary

**PERSISTENT ABSENTEE**

(missed 10% or more of their learning)

EWO involvement

Placed on Attendance Action Plan (where appropriate)

Medical Evidence needed to authorise



**Further Monitoring**



**No improvements**

Parents may be asked to attend an Attendance Meeting  
or a home visit maybe completed



**Less than 85% Attendance – major cause for concern**

Possible Penalty Notice Possible prosecution



## Persistent Absentee

A pupil will be defined as a persistent absentee when they have been absent from school for 10% or more. The department for Education reduced this threshold from September 2015 from 15% previously. Persistent Absence is a serious problem for pupils, leaving pupils at a considerable disadvantage.

Pupils whose attendance falls below 90% threshold will be supported by the Education Welfare Officer.

*\*if a pupil falls into the persistent absentee category at the end of an academic year pupils should continue to provide medical evidence to ensure absences are authorised the following academic year\**

## Examples of unauthorised absence

- Minor illness
- Where a reason is not provided for the absence
- Attendance is below 90%
- Holidays
- Full days absence taken for short medical appointments

## Attendance Action Plan

Where a pupil's attendance becomes a cause for concern, pupils may be placed on an Attendance Action Plan. This is a tool that is used by the Education Welfare Officer to monitor attendance.

Once a pupil is placed on an Attendance Action Plan their attendance is closely monitored for the next four weeks. At this point, if your child is absent, where possible, medical evidence should be provided for absences to be authorised. If there are no improvements in attendance, parents/carers may be asked to attend an attendance meeting in school to discuss ways in which we can work together to improve your child's attendance.

The Education Welfare Officer may also conduct announced and unannounced home visits where appropriate to establish reasons for absences, to discuss any attendance concerns, offer support or to safeguard a pupil.

## Attendance Team

Miss Wardale	–	<i>Attendance Assistant</i>
Mrs Mackinder	–	<i>Attendance Officer</i>
Mrs Buchanan	–	<i>Education Welfare Officer</i>

Please contact Mrs Buchanan (Education Welfare Officer), the Attendance Team or your child's Deputy Head of House should you have any concerns and staff will discuss your child's attendance in more detail.