



Attendance Policy Summary for Parents



We appreciate that attendance processes in schools can sometimes cause confusion for parents and therefore we have created our “Categorisation of Student Absence” table below:

Percentage	School Action	Including
95-100%	Prevention	Assemblies, tutor time activities, displays
90-95%	Early Intervention	Monitoring by Head of Year, parental meetings, in-school support
Less than 90%	Targeted	Monitoring by AHT Attendance and AHT Key Stage, attendance officer, in-school support, external agencies (such as Educational Welfare Officer, Inclusion and Attendance Service, Early Help, Children's Social Care)

Whilst 90% in other contexts may seem like an impressive figure, in school attendance it is referred to as “Persistent Absence” and research has shown that being in this category can cause ongoing academic and pastoral issues. Those below 50% are referred to as “Severe Absence” and face a more extreme set of issues.

Alongside the above grid, we have summarised the attendance policy key points below. For the full policy, please see the [policies section](#) on the school website.

1. Responsibilities

School Staff: All staff have a responsibility to promote high expectations and monitor attendance.

Parents:

- Ensure their child attends school daily and on time.
- Notify the school of any absences via Edulink before 8am.
- Provide multiple emergency contact numbers.
- Schedule appointments outside of school hours whenever possible.
- Explain the specific reason for absences, such as type of illness, and provide medical evidence if needed.

Students: Attend school and all lessons on time every day.

2. Procedures

Recording Attendance:

- Registering: Done twice daily, at 8:45 am and 2:15 pm.
- Lateness: Students arriving after 8:45 am or 2:30 pm will be marked late, potentially leading to unauthorised absences.



Attendance Policy Summary for Parents



Unplanned Absences: Parents must report absences through **Edulink by 8am each day**. Illnesses are generally authorised, but prolonged or repeated absences may require medical evidence. **We do not operate a 24 or 48 hour clear policy after sickness - students should return to school as soon as they are able.**

Planned Absences: Parents must notify the school in advance via Edulink. Term-time leave is only granted in exceptional circumstances.

Following Up Absences: The school will contact parents on the first day of an unexplained absence and daily if necessary. Persistent or unexplained absences may lead to further action, including involvement from the Education Welfare Officer.

3. Promoting and Monitoring Attendance

Promotional Strategies:

- Regular Updates: Assemblies, tutor time activities, and half-termly messages to parents regarding absence.
- Rewards: Termly rewards for good or improved attendance.

Monitoring: Attendance data is reviewed regularly to identify and support students with attendance issues. We may then send Edulink messages or letters to parents in response to this. Parents of students with persistent or severe absences will be contacted for meetings and offered support.

4. Sanctions for Poor Attendance

Penalty Notices: Issued for unauthorised absences, following a case-by-case review. Fines are £80 if paid within 21 days, increasing to £160 if paid within 28 days.

Notices to Improve: Given as a final chance for parents to engage with support services before penalties are issued.

5. Support for Students

For Students with Barriers to Attendance: Individualised plans and support for students facing health or other challenges.

For Students Returning After Extended Absence: Reintegration plans including meetings and potential adjustments to workload or timetable.

6. COVID-19 Guidelines

We follow government guidance for COVID-19-related absences. For the latest updates, visit [Government Guidance](#).