

Ayscoughfee Hall School

Building a Firm Foundation for the Future



Attendance Information Leaflet

Information for Parents and Carers

Absence and its Impact on Learning

Did you know that 90% attendance - which is classed as persistent absence- equates to 19 days of absence over a school year? That's a total of 3 weeks and 4 days of missed learning time! 85% absence takes 5 weeks and 3 days from the school year—almost half a term. It is very difficult for a child to catch up on missed learning with these levels of absence; the gaps in their learning can have an impact across their time both at this school and their future secondary school.

The government expects that in order to reach a child's full potential, they must attend school for a minimum of 95% of the year.

Secondary schools do look at attendance levels when offering places on appeal, in particular the rates of 'unauthorised absence'.

Our Attendance Procedures

Daily Monitoring - Each child's attendance is monitored daily. If your child is not in school you must contact the school to give a reason why. If we have not heard from you before 10am it may be necessary for us to conduct a 'Safe and Well' visit.

Concerning Levels of Absence - 93% - If attendance falls below 93% in any 6 week period school will issue a letter notifying you of this and advising that attendance needs to improve.

Persistent Absence - 90% - If attendance falls below 90% in any 6 week period you will be invited into school to meet with the Headteacher to discuss how we can support you to improve attendance.

Absence of 85% or below - for absence at this level, we are obliged to notify the local authority for further action. In some cases this could result in penalty notices or prosecution.

If you are having difficulties with your child's attendance, it is important that you speak to the school and we will be happy to support you with this.

The Law Relating to Attendance

- ◆ All parents have a legal responsibility to ensure their child regularly attends the school at which they are registered.
- ◆ Permitting absence from school without good reason is an offence and may result in referral to the Education Welfare Service, the issue of Penalty Notices and fines and eventually prosecution.
- ◆ Regular attendance at school is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances . (UK Gov. 2022).

Absence for Illness

- ◆ We do not expect children who are ill to come to school, but if they can get out of bed and play or enjoy TV, they should be in school.
- ◆ Children do not need to be at home with colds and sneezes; if your child has a temperature or an infectious illness they should stay at home.
- ◆ Feeling tired does not mean that your child should stay at home.
- ◆ Looking after your child is our number one priority and we will of course contact you if we feel they should be at home.

Leave of Absence

- ◆ Leave of absence is not permitted during term time unless there are exceptional circumstances.
- ◆ Taking a leave of absence without prior discussion or consent will result in an unauthorised absence.
- ◆ All Leave of Absence forms should be completed at least two weeks before the intended absence date.
- ◆ Family holidays will rarely be considered as 'exceptional circumstances'. Our attendance policy highlights these exceptions.
- ◆ Please make medical and dental appointments outside of school hours or during school holidays wherever possible.

Summary of School Attendance Policy

- ◆ Children are expected to attend school every day, as long as they are fit and healthy to do so.
- ◆ If your child is not well enough to attend school, please contact the school office by 9am giving a specific reason for absence.
- ◆ Please notify the school office on each day of your child's absence to comply with our safeguarding duty of care for every child.
- ◆ Attendance is monitored regularly. If your child's attendance falls below the satisfactory level you will be contacted about this.
- ◆ Holidays in term time cannot be authorised except for exceptional circumstances. Any request for absence must be made to the Headteacher at least 2 weeks prior to the required leave time.
- ◆ Cases of persistent absence (under 90% attendance) may be followed up by the local authority.

On the first day of absence please telephone the school office on 01775 724733. For each subsequent day please telephone or email absence@ahs.me.uk