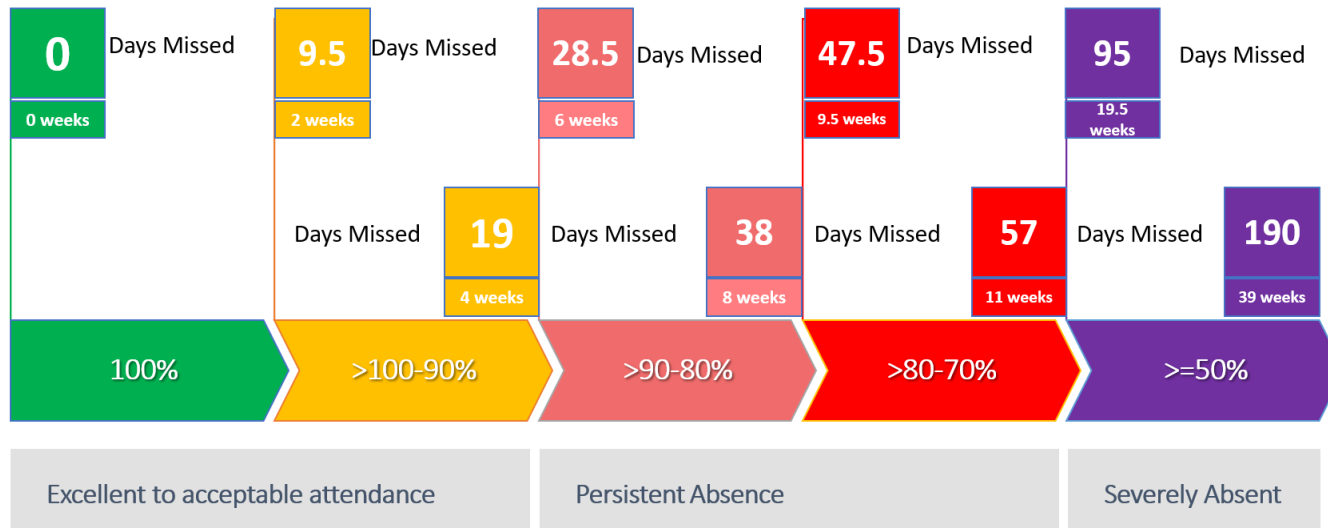


Why Good Attendance Matters?



Attendance for Achievement – how it has an impact on your child’s success



Attendance Guidance for Parents / Carers

Every day, every lesson, matters in shaping your child's success



The Key Facts

We are here to support families. Through working together, we are more likely to find solutions to ensuring your child/ren are attending and are happy at our school.

A child who has been on **80% attendance** by the end of their school time (primary or secondary) will have **missed an entire year's worth of learning (190+ days)!**

Primary and secondary school students with a **90% and higher** attendance rate were **more than twice as likely** to achieve good or better results than those who missed 15-20% of their school time.



Key People and Links

| At Manor Drive Secondary..... | Named Member of Staff..... |
|-----------------------------------|--------------------------------|
| Safeguarding Leads (DSL) | Mr M Holdsworth, Mrs J Gilbert |
| The SENCO is..... | Mr Reid |
| Attendance Officer / Champion .. | Ms Anderson / Mr Holdsworth |
| School Family Liaison Staff | Ms Anderson |

External Support

| Centre 33 | YOUUnited |
|---|---|
| https://centre33.org.uk/help/peterborough/ | https://www.cpft.nhs.uk/youunited/ |



The Four Cs Multi-Academy Trust



Four Cs MAT is a company limited by guarantee, registered in England with company number 7333133, exempt from using the word 'Limited'. Registered office: Helpston Road, Glinton, Peterborough, PE6 7JX

Working Together to Improve Attendance

What are the new attendance rules from September 2024?

From August 2024 there were a number of key changes to attendance monitoring and actions if your child falls below the threshold rate of 90% attendance. As a parent/carer you need to know that:

- ❖ There are new attendance codes that schools are required to use to particularly record absences. These can be found on our school attendance website page.
- ❖ All schools will be legally required to consider a fine once a child has **missed 5 or more school days** (or 10 half days) for **unauthorised reasons** within a **rolling 10-week period**. **NB! these sessions do not have to be consecutive.**
- ❖ This initial fine will be **£80 per child, per legally responsible person**. However, if you don't pay it within 3 weeks (21 days), it will be doubled to £160. If you accrue more than one for the same child **within 3 years**, your next fine will also be **£160 per child, per legally responsible person**.
- ❖ Parents/carers legally responsible for a child are only given 4 weeks - or 28 days in total - to pay the fine. After that, or if you're on your **third fine in 3 years**, your case will be presented to the Magistrate's Court for prosecution. This can result in fines of up **£2,500** - and potentially a court issued **Parenting Order**.

Please refer to Peterborough City Council Code of Conduct for issuing penalty notices for further detail.

<https://www.peterborough.gov.uk/residents/schools-and-education/attendance>

How can you help as a parent/carer?

1. Every child should aim for at least **95% attendance** over the academic year. This is still nearly 2 weeks of learning potentially lost. Your child arriving on time every day is also very important to a successful start to the day.
2. Do not take your child/ren out of school for a holiday or a planned absence.
3. Where possible, a non-urgent medical appointment should be booked out of school hours.
4. Unavoidable absence will occasionally happen. If so, contact the school on the morning of each day by no later **9.00 am** to report your child's/ren's absence or lateness. Please record your child's name and reason for absence/lateness.
5. You must complete an absence form (via the school) to seek approval for a planned absence. This will be reviewed by the Headteacher; unless it is an emergency, religious reason, or an exceptional circumstance it will usually be declined by the school. This could lead to a penalty notice.
6. If you become concerned about your child's school attendance then please contact the school so we can work in partnership with you and your child. **If we know about it, we can work with you to deal with it.**

How as a school we will support you?

1. Explain the importance of good attendance to every child on a regularly basis. This includes very young children so good habits are formed early on.
2. Ensure we will follow up any unexplained absence and, where necessary, make home visits on or after the third day when your child is absent.
3. Routinely monitor your child's attendance and ensure this is shared with them and you.
4. Arrange meetings to discuss early support to avoid your child becoming absent from school more than required.
5. If your child's attendance begins to fall **below 92%** we will follow Local Authority procedures for monitoring, reviewing and acting upon any child's attendance concern.



Attendance Traffic Light Actions

We promote good attendance as just one important key driver for your child's success at our school. We want to work together to ensure your child's attendance is high.



We understand children are absent from school from time to time. We will not authorise absence without a legitimate reason.



We will follow up day to day absences if there is no reason provided for the absence, or, home visits, if required.



If attendance concerns continue, we will invite you into school for a face-to-face meeting to explore how matters can be resolved. It may be necessary to create an attendance contract.



We will continue to monitor your child's attendance for a period of 10 school weeks and if it improves we will acknowledge this. If it does not, then we will proceed towards a Notice to Improve Warning letter. A further monitoring period of between 3 and 6 school weeks will be set. Further unauthorised absences will occur a penalty fine.



A penalty fine process can be initiated on a period of more than 10 (non-consecutive half days) of absence (the equivalence of 5 school days) over a rolling 10 school weeks.



Or, it can be based on a single based absence of longer than 5 school days (eg a holiday). Remember for each child absent and for each parent/carer, a fine will have to be paid.



Or, it can be based on a pattern of lateness after the register has closed. Remember, a fine has to be paid for each child late and for each parent/carer.