




ATTENDANCE POLICY

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
	
Date of review	September 2023
Date of next review	September 2025

ATTENDANCE POLICY

Please contact the school on 0121 693 5363 **before 9.00am** to notify us your child will be absent from school.

Our aim is to work with you to encourage your child to attend school regularly. On admission you will be issued with a "School Attendance: Information for Parents" leaflet. This leaflet should only take a few minutes to read. It contains valuable information regarding the importance of regular school attendance together with guidance on action you can take if you are experiencing any problems in getting your child to attend school regularly.

The School works closely to support parents/carers of children who are not achieving regular school attendance. If at any time you are concerned regarding your child's attendance please do not hesitate to contact us and we will do our best to support you. Birmingham Education Welfare Service requires us to inform them of any unauthorised absences from school and they will take appropriate action, which may include issuing Penalty Notices to parents/carers, or instigating court action. It is essential for your child to be in school regularly to benefit fully from their educational opportunity.

We welcome and encourage all parents/carers to keep in regular contact with the School in order to check on their child's attendance, particularly when there has been a previous problem with attendance. It is essential for the School Registers to be marked accurately and we ask you to support the School by following the points below:-

1. If your child is absent from school, we ask you to telephone us before 9.00am on each day of absence to let us know the reason (sickness, medical appointment, etc.). If you do not let us know, then your child's absence will be recorded on the Register as an "unauthorised absence". It is important that you make contact with the School direct.

messages passed to drivers are not acceptable

2. You should always try to arrange medical and/or dental appointments during school holidays or outside school hours where possible. We do however understand that this is not always possible. In order to authorise these types of absences we require evidence of all appointments in the form of a copy of your child's official appointment card/letter.
3. It is the school's policy to routinely contact the parents/carers of absent pupils on a daily basis for confirmation of the reason why they are absent from school.
4. [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) require schools to record absence during term time for the purpose of holidaying or making visits abroad as "unauthorised" unless the circumstances are very exceptional. Continuity of attendance underpins academic achievement as well as social and emotional development, so please bear this in mind if you are considering a holiday during term time as we are sure you would not wish to jeopardise your child's academic progress. Applications for permission to take children out of school during term time will be considered on an individual basis. They should demonstrate a willingness to make arrangements that cause the least disruption to their child's learning and should be submitted to school for consideration at least 6 weeks or half a term in advance. Please contact the school if you require any further advice.

5. Good attendance will be positively promoted by inclusion in our rewards system and we will notify you on a regular basis of your child's attendance rate. This might sound a little complicated and official; but in fact, all we are really saying is attend school.

DID YOU KNOW?

Regular school attendance is an important part of giving every child the best possible start in life. Pupils who miss school frequently can fall behind with their work and do less well in exams. Research suggests that pupils who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime. Below is a table showing how percentage attendance equates to the amount of school time missed.

Attendance during one school year	Equivalent Days	Equivalent Sessions	Equivalent Weeks	Equivalent Lessons Missed
95%	9 Days	18 Sessions	2 Weeks	58 Lessons
90%	19 Days	38 Sessions	4 Weeks	116 Lessons
85%	29 Days	58 Sessions	6 Weeks	174 Lessons
80%	38 Days	72 Sessions	8 Weeks	232 Lessons
75%	48 Days	96 Sessions	10 Weeks	290 Lessons
70%	57 Days	114 Sessions	11.5 Weeks	334 Lessons
65%	67 Days	134 Sessions	13.5 Weeks	392 Lessons

Our aim is for all pupils to achieve 95% attendance over the course of the school year