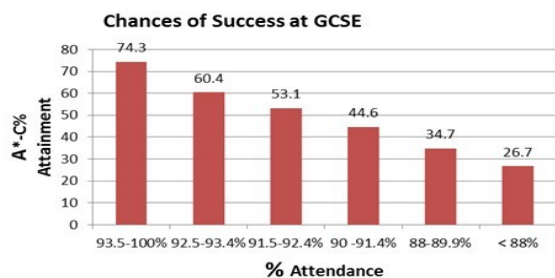


Why is Attendance Important?

Quite simply, the more your child is in school, the better their progress will be both academically and socially (see graph below).



The Stepped Approach

If your child's attendance drops **below 97%** and the school is concerned about the reasons behind these absences then your child may be moved onto the Stepped Approach. If attendance does not improve, a student may be advanced through the levels which provide increasing levels of support and collaboration between the school, parents and the student. Details of what each level might involve are explained within this leaflet.

Our Expectation **Level 0 (Attendance >97%)**

This describes most of our students. Rare absence is accompanied by genuine notes and contact with concerned parents. Punctuality is not an issue. As a result, Tutors give pupils the opportunity to reflect on their attendance and the positive impact this has on their progress through regular reviews in tutor periods and using the wall charts displayed in tutor rooms. There will also be positive feedback from the Progress Leader during Achievement Assemblies and certificates and rewards for the pupils and tutor groups with the best attendance.



Working with
Hampshire
County Council

Penalty Notices

Where a child has unauthorised absences, the school must enforce **Hampshire's Code of Conduct** for issuing Penalty Notices. This may be considered when a child has 10 or more sessions (5 days) of unauthorised absence out of a possible 100 sessions (50 days) and where:

- The child or family do not require the support from any agency to improve the attendance
- The parents are complicit in the child's absence
- Holiday is taken despite non-approval of a parent's request for 'Leave of Absence'
- A holiday that has been taken without permission from the school

The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from:

<http://www3.hants.gov.uk/education/has/learning-behaviour-attendance/attendance-guidance-forparents/possible-penalties.htm>

If you have any further questions about the attendance policy in general please contact:

Mr Bettiss

(Senior Pastoral Leader)

abettiss@romsey.hants.sch.uk



ATTENDANCE

A Parents Guide

RESILIENCE



“Your Gateway to Success”

The Stepped Approach to Attendance

LEVEL	TYPICAL PROFILE OF THE ABSENTEE (BEST FIT APPLY RATHER THAN ALL)	ACTIONS BY SCHOOL, PARENTS & OUTSIDE AGENCIES
Monitoring Level	<ul style="list-style-type: none"> ◆ Single period of genuine absence authorised by parents’/doctor’s note ◆ Several “odd days” of absence with no apparent pattern ◆ Punctuality is becoming a concern with 3 or more ‘lates’ in a term ◆ Tutor is concerned that some absences are not a legitimate illness 	<ul style="list-style-type: none"> ◆ Tutor monitors attendance and makes regular contact with parents ◆ Tutor works with the student to identify causes of irregular absence ◆ PSW will call on the first day of any absence to record the reason ◆ Parents need to contact school on the first day of any absence
Level 1 Serious Concern	<ul style="list-style-type: none"> ◆ No sustained improvement in attendance after being Monitored ◆ Regular pattern of odd days off school or several extended absences ◆ Doubts exist whether the circumstances of non-attendance are genuine ◆ Punctuality is now a regular problem with pupil having 6 or more ‘lates’ 	<ul style="list-style-type: none"> ◆ PL writes to parents raising concerns, highlighting available support and reminding them about HCC Guidelines ◆ Pupil may be placed on an Attendance/Punctuality Report ◆ Medical Evidence now required to authorise absences
Level 2 Persistent Absentee	<ul style="list-style-type: none"> ◆ No sustained improvement in attendance after being placed on Level 1 ◆ 5 or more days of unauthorised attendance ◆ Persistently late for up to 10 sessions after the register has closed ◆ Persistently late before the close of the register despite agreement with parents to code further lates as unauthorised absence ◆ Absent for any public examinations for which dates are pre-published ◆ Absence is frequent, condoned or students are often not in school for an inadequate reasons with or without the support of parents 	<ul style="list-style-type: none"> ◆ Parents come in for an ‘Education Planning Meeting’ and an attendance improvement plan is co-written with parents and the PL ◆ Pupils will be placed on a ‘Persistent Absentee’ list monitored by SPL ◆ HCC Attendance Legal Panel are alerted and advice sought for action ◆ Fixed penalty notices are employed where appropriate ◆ An Early Help Hub referral may be completed with the parent ◆ Students may be placed on the ‘truancy sweep’ list for our PCSO ◆ The PSW may carry out a home visit
Level 3 Persistent Absentee +	<ul style="list-style-type: none"> ◆ No sustained improvement in attendance after being placed on Level 2 ◆ The school now has grave concerns about the child’s attendance ◆ The student is now categorised as requiring “Action+” 	<ul style="list-style-type: none"> ◆ The IU provide, supervision, catch up and facilities to boost confidence ◆ The PSWs will support with mentoring and support groups ◆ External agencies and/or Children’s Services involved for support

Figure	Attendance is...
>97%	...excellent. This is where we expect all of our students to be.
94-96.9%	...good but there may be some short term impact on a child’s learning.
91-93.9%	...beginning to cause concern and may have a substantial short term impact on a child’s learning.
85-90.9%	...poor and there may be a sustained impact on a child’s learning.
<85%	...a serious cause for concern and there may be a sustained and significant long term impact on a child’s learning.

Acronyms:
SPL - Senior Pastoral Leader
PL - Progress Leader
PSW - Pastoral Support Worker
HCC - Hampshire County Council
PCSO - Police Community Support Officer
EHH - Early Help Hub
CS - Children’s Services