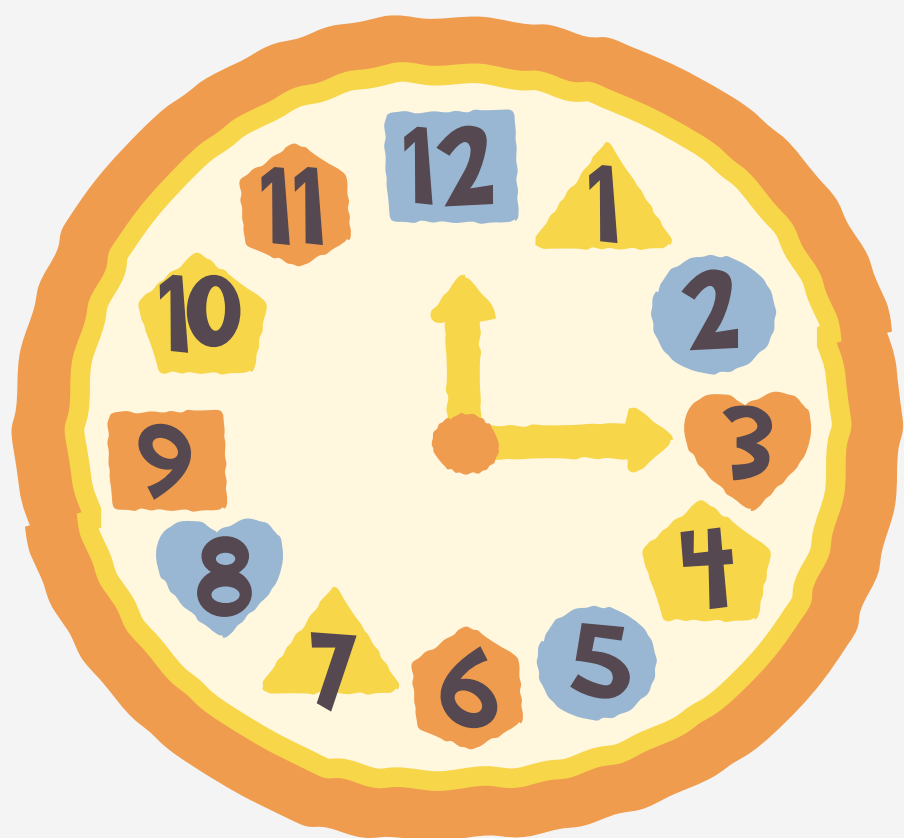




# CHOLLERTON'S ATTENDANCE MATTERS TOOLKIT

## WHY ATTENDANCE MATTERS



Attending school regularly is the key to unlocking your child's full potential, helping them grow in confidence, achieve their best, and make lifelong friendships.

Let's explore why attendance matters and how we can make it a positive experience for everyone.

## WHAT WE DO AT SCHOOL

Every day your child is in school, they're **learning**, **growing**, and building **memories**.

Here are just a few reasons why attending school regularly is so important:

- Knowledge and Learning
- Personal Growth
- Social Skills
- Critical Thinking
- Future Opportunities
- Discipline and Responsibility
- Confidence Building
- Exposure to Diversity
- Community and Belonging
- Preparation for Life

# MAKE EVERY DAY COUNT

At Chollerton First School, we believe that regular school attendance is crucial to allowing children to **maximise the educational opportunities** available to them and become **emotionally resilient, confident and competent** adults who are able to realise their **full potential** and make a **positive contribution** to their community.



# LATENESS

**5 minutes** late each day equates to **3 days** of lost learning over a year.

**30 minutes** late each day equates to **19 days** lost learning over a year.

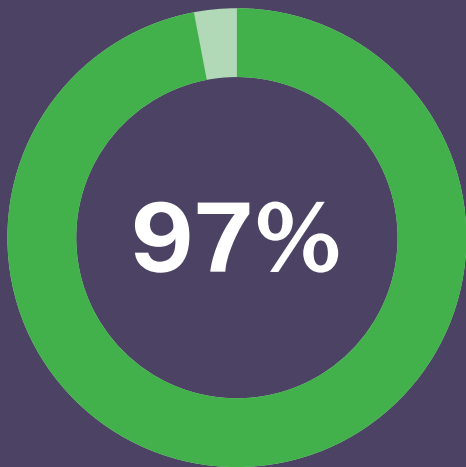


# ABSENCE

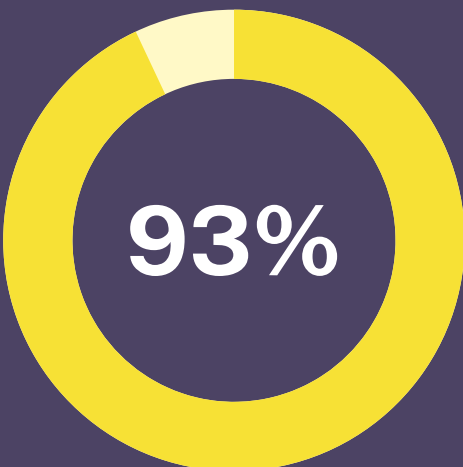
**95%** attendance equates to **2 weeks** of lost learning over a year.

**85%** attendance equates to **6 weeks** of lost learning over a year.

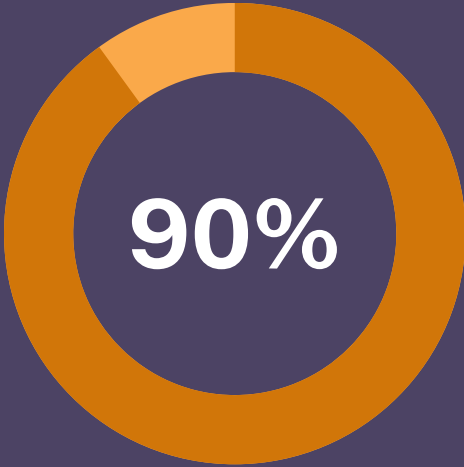
# TRAFFIC LIGHT SYSTEM



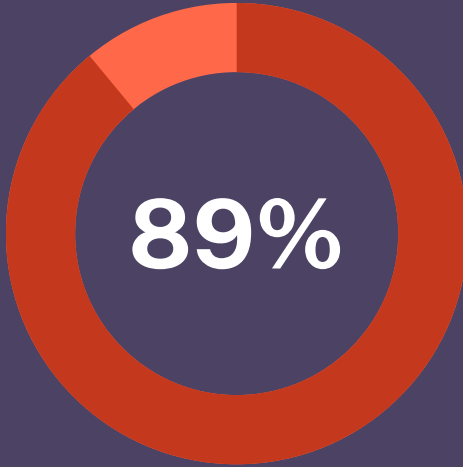
98% - 100% Excellent  
96% - 97% Good



93% - 95%  
Satisfactory



90% - 92%  
Unsatisfactory



Below 90% is  
considered a  
persistent absence

## WHAT IS AN AUTHORISED ABSENCE?

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is **authorised** or **unauthorised**.

**Absence can only be authorised by the school and cannot be authorised by parents or carers.**

### ILLNESS

If your child is saying they do not feel well and you are unsure about whether it warrants a day off, please send them to school. If they are truly ill, we will ring you.

### TRAVELLER ABSENCE

In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil whose family has no fixed abode and are engaged in a trade or business that requires them to travel

### MEDICAL OR DENTAL APPOINTMENTS

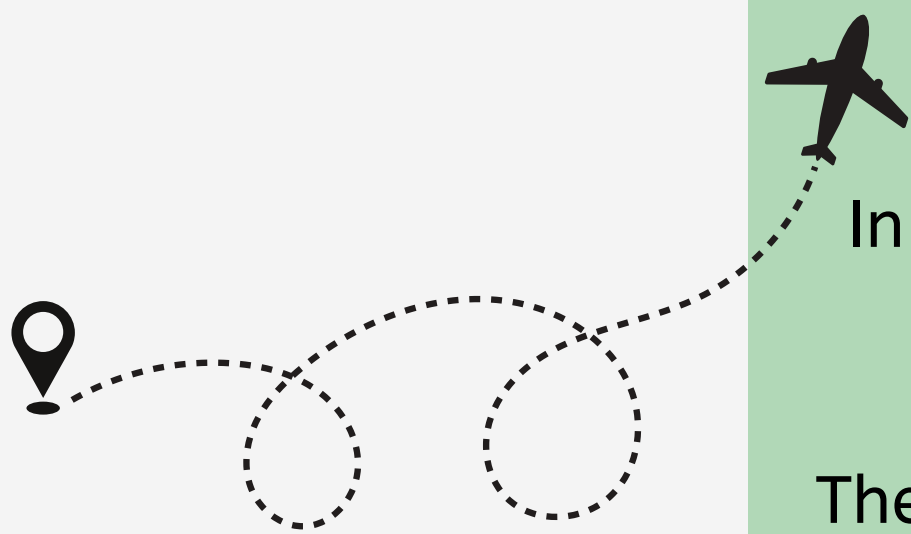
Parents and carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day.

### RELIGIOUS OBSERVATION

We acknowledge the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority.

### OTHER AUTHORISED CIRCUMSTANCE

These occasions are **one off** events which are unavoidable. Each absence is considered on a case-by-case basis by the Headteacher. Examples may include: family bereavement, visiting a parent in prison, attendance at a funeral.



## HOLIDAYS AND TERM TIME EVENTS

In law, you must ask for permission for your children to miss school.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation.

**Any absences for external events which are held during the school day, but not as part of school's curriculum, will be recorded as unauthorised.**

## PERSISTENT AND SEVERE ABSENCE

Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support.

A pupil who has missed

# 50%

or more schooling is defined by the Government as **'severely absent' (SA)**



A pupil who has missed

# 10%

or more schooling is defined by the Government as **'persistant absent' (PA)**



## SUPPORT SYSEMS WE HAVE IN PLACE

School recognise that poor attendance is often a sign that there are more **serious issues** going on in a child's life. This may be linked to problems at home and/or in school.

Parents and carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school.

Structured plans through **panels** and **contracts** to improve attendance with agreed goals

Personalised guidance to support academic, emotional and social **development**

Building social skills and connections through small supportive **peer groups**

Joint activities to strengthen **family** involvement in education

Temporary adjustments to **timetables** to ease pupils back into full-time learning

Child-centered **family support plans** developed collaboratively with parents, carers, and pupils.

Collaborative **discussions** with parents and pupils to address attendance barriers positively

Connecting families with **external support agencies** tailored to needs

Encouraging pupils to share views and improve school experiences. through our '**Pupil Voice**' activities

Promoting wellbeing and resilience through personal, social, and health education (**PHSE**)

Celebrating improved and excellent attendance with **incentives** and **recognition**

Tailored **learning and behaviour** strategies addressing specific pupil needs.

Where parents or carers fail or refuse to engage with the support offered and further unauthorised absence occurs, Chollerton First School will refer to Education Welfare and the use of legal sanctions will be considered.



# LEGAL FRAMEWORK AND SANCTIONS

Under the requirements of S7 of the Education Act 1996 it is the duty of a parent to ensure that every child of compulsory school age receives efficient full-time education suitable to their age, ability and aptitude and to any special educational needs or additional learning needs they may have either by regular attendance at school or otherwise.

Compulsory school age begins the term following a child's **5th** birthday



An attendance **register** is taken at the morning and afternoon sessions to record whether each pupil is physically present



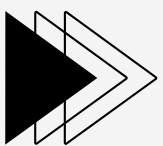
Local Authority has a **statutory responsibility**. Where necessary they will consider and use legal enforcement



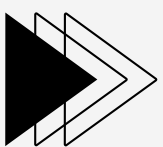
**Enforcement action** may include: the issue of a penalty notice, prosecution or an application for a parenting or education supervision order



the issue of a **Penalty Notice** which would require payment of a sum of £80



**Prosecution** in the Magistrates' Court



An application to the Magistrates' Court for a **Parenting Order** of up to **3 months**



An application under section 36 of the Children Act 1989 for an **Education Supervision Order**

## ENFORCEMENT ACTION

There is now a single consistent national threshold for when a Penalty Notice must be considered by all schools in England, of unauthorised 10 sessions (equivalent to 5 school days) within a 10 school week period. The sessions of absence do not have to be consecutive and can be made up of a combination of unauthorised absences.