



ATTENDANCE MATTERS

Dear Parent / Carer

As you know, we emphasise the importance of students achieving an excellent attendance record and, with your invaluable support, achieve an overall level of attendance that is greater than **95%**. The attached flow diagram outlines the new process the school will now take should your child's attendance drop below **95%**. We have developed this process to ensure it is as supportive as possible and that we establish the right communication and intervention to provide your child with every chance of success.

We know that you are aware of the impact attendance and punctuality has on academic progress and of the importance that employers and further education establishments place on high levels of attendance for prospective employees and students. For this reason, students will now make time up through detentions (including a Saturday detention if they are late to school 3 times in any term) and period 6 for lateness.

From September 2013, the Government amended key legislation relating to attendance. This decision has been made to encourage schools to take a firmer stance on absence and to make parents aware that there is no entitlement to time off for holidays during term times. This statement was released by the Government to clarify their position:

'As of 1st September 2013, Heads of School cannot authorise any leave of absence during term time unless there are exceptional circumstances.'

Any requests for leave during term time in exceptional circumstances should be made in writing to Jacqui Scott, Head of School; the new attendance team (**Tracey Dyer, Amanda Frost and Alison Ashford**) will respond to the request.

Full details of our updated Attendance Policy and Procedures are on the schools website. Should your child be absent from school due to illness then please contact the school on each morning of absence before 9.00am via the absence line [01934 529531](tel:01934529531) or Absence@worle-school.org.uk clearly stating the reason for absence, your child's name and tutor group. Medical evidence will be essential for any longstanding illness because without it absence remains unauthorised.

For pre-planned absences such as hospital appointments that cannot be arranged out of school hours, please complete the **Request for Absence Form** which is on our website and send into to school for the attention of our Attendance Officer via your child's form tutor no less than one week before the planned absence. If the absence is authorised a slip/text will be sent home via your child.

Attendance policy flow diagram

Every week, up to date attendance data is provided to the Head of Year.

Heads of Year (HoY) / Form tutors monitor the attendance data on a weekly basis. If attendance falls below 95% for any student the form tutor will make a phone call home to support the student's wellbeing and record the call on the system.



HoY monitors the attendance after the form tutor phone call and if there is no improvement by the following week a 1A letter is sent by attendance team on behalf of the HoY.



Once a 1A is sent, the attendance of that student is monitored by the attendance team for five weeks.



- If after 5 weeks, there is significant improvement; a 1B letter is sent by the attendance team to say well done.
- If there is no significant improvement (or attendance falls below 90% within 5 weeks) the attendance team will telephone parents to arrange a parent contract meeting (PCM) -within 1 week of the call - which is then followed up by the PCM confirmation letter.



If parents fail to attend, a second PCM meeting letter is sent; this is on the day of non-attendance and the next meeting must be within 2 school days. Failure to attend will result in a formal final warning being issued



Attendance team complete PCM paperwork to support the student / family at the meeting and set a review date within 3 weeks.



PCM review: If attendance has improved significantly, a final review will be set for three weeks. If not, or for failure to attend will result in a formal final warning letter warning being issued.



Final PCM signing off, extension or Penalty notice if attendance has not improved