

Absence

There are 2 main ways that absence is recorded in school.

Authorised Absence - a reason is given for absence that is considered acceptable by the school and Department for Education.

Unauthorised Absence - no reason is given for the absence or the reason does not meet the criteria for authorising absence.

Authorised	Unauthorised
Illness	Holidays
Religious Observance	Birthdays
Granted Leave of Absence by the Head	Leave of Absence is not granted
Participation in a Performance	Absence masquerading as illness
External Exams	Overlapping days on school holidays

First Day Calling



Parents are asked to inform the office of the reason for absence on the first day. Where no information is provided the school will call to investigate the reason and subsequently up date registers.

Leave of Absence Requests

Parents wishing to take their children out of school should make an application using the Leave of Absence form available from the school office or on the website.

Applications will only be approved where is satisfies the criteria for authorisation or that the reason given is considered by the Head teacher to be exceptional or presents consideration of extreme personal circumstances. In this instance parents are encouraged to include a detailed written explanation for the application.

In all circumstances the school will carefully consider the educational implications of any absence on progress and also consider current and previous attendance levels before making a final decision.

Targeted Support Service

The Targeted Support Service will only take referrals for cases of persistent absence (85% or below) where:

- Significant proportion of the pupil’s absence is unauthorised by the school.
- There is evidence that the parents/carers have been notified by the school about the concerns around their child’s attendance.
- Engagement with parents/carers prior to making a referral to Targeted Support ensures that there is evidence that the parent/carers have been formally notified of the concern by the school and have been provided with a reasonable opportunity to resolve the issue.

The Local Authority through Targeted Support will prosecute cases of persistent absence where an individual case meets the criteria set out in the County Council Enforcement Policy and in the case of Penalty Notices, the Nottinghamshire Code of Conduct.



Mornington Primary School



ATTENDANCE MATTERS

LEARNING TO LIVE
LIFELONG LEARNING
LOVING TO LEARN

How important is attendance?

I want to be at school so that I can make the most of the teaching.



The partnership between home and school is key in ensuring that every pupil has the very best opportunities in school. Good attendance has proven to have a positive impact on attainment, progress and self esteem.

It is the duty of the parent to ensure that their child has appropriate opportunities to access full time education.

School attendance is a priority for our school.

- ⇒ We value punctuality.
- ⇒ We value high levels of attendance.
- ⇒ We value respect for the start and finishing times of each day.

We are constantly monitoring pupil attendance and would like to work together with parents/ carers to help ensure excellent attendance and punctuality for all pupils from an early age.

100% Excellent		Pupils with this attendance should achieve the best grades they can, leading to the best possible start in Secondary school.
Above 97% Very Good	6 days absence	Pupils with this attendance should achieve the best grades they can, leading to the best possible start in Secondary school.
95% Good	10 days absence	Pupils with this attendance are likely to achieve their target grades and will be well prepared for secondary school
90% Unsatisfactory	19 days absence	Pupils are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
85% Cause for concern	29 days absence	Pupils are missing 6 weeks of school, it will be difficult for them to keep up and achieve their best. A referral to Targeted Support will be considered.
80% Referrral for Support	1 day EVERY week	It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a penalty notice and it could lead to court action. It's NOT fair on the child and their chances for the future!

In order to give your child the best possible start in education you need to ensure that absence is kept to an absolute minimum.

Recording and Monitoring

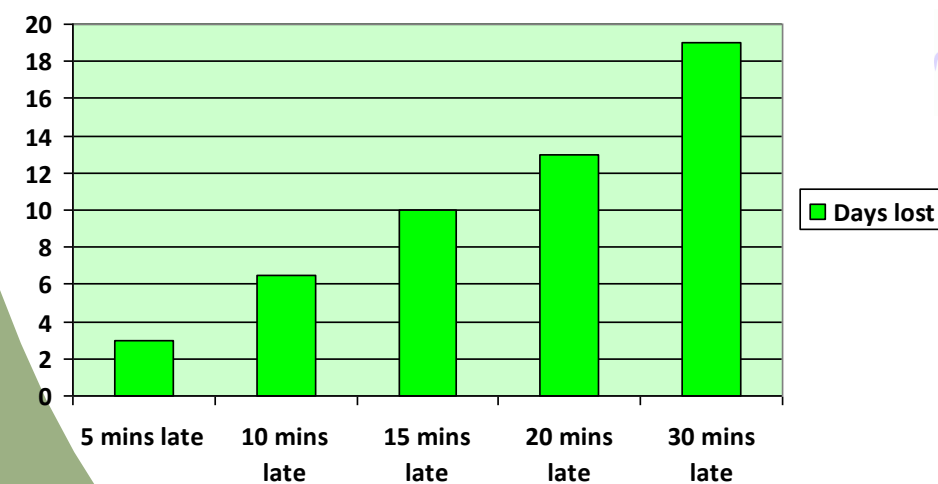
Pupil attendance is monitored every half term. At the end of each term celebration or concerns around a child's attendance are communicated in the following ways.

- ⇒ Weekly rewards for classes achieve 100% that week.
- ⇒ Individual Bronze award for a pupil achieving 100% for 1 term in the year.
- ⇒ Individual Silver award for a pupil achieving 100% for 2 terms in the year.
- ⇒ Individual Gold award for a pupil achieving 100% for 3 term in a year.
- ⇒ Termly letters to parents sharing concerns over attendance and its impact on learning.
- ⇒ Celebration letters to parents where improvements have been made.
- ⇒ Termly letters to parents sharing concerns over lateness.
- ⇒ Meetings arranged with the Headteacher where concerns highlighted are not addressed.
- ⇒ Referral to Targeted Support for guidance, help and support for families.

We are constantly monitoring pupil attendance and would like to work together with parents/ carers to help ensure excellent attendance and punctuality for all pupils from an early age.



Being late adds up to a loss of learning



If you are 5 minutes late every day it adds up to over 3 days lost each year.



15 minutes late is the same as being absent for 2 weeks

I know that my school values me being in school. I like it when I get rewarded. I feel happier and more confident when I haven't missed anything.

