

Parkfields Middle School

Persistent Absentees

Persistent absence has a significant impact on the attainment and well-being of pupils. Evidence from Parkfields shows that children with attendance below 90% made on average less than two-thirds of the annual progress made by pupils with more than 90% attendance.

Absence will be monitored to identify levels and patterns of absence. The school will work closely with parents to put strategies in place to improve attendance.

If attendance falls below 90%, a letter will be issued and future attendance will be closely monitored.

Persistent unauthorised leave may result in the Local Authority issuing a Penalty Notice.

Attendance Percentages

90% attendance is not acceptable. The reality is that 90% attendance means that a child will miss half a school day each week, or 19 days of school during the year. That's nearly 4 school weeks.

Pupils Arriving Late

Pupils arriving late due to school transport problems should report to the office for their mark in the register.

Pupils receiving 3 'lates' during one half-term, where we do not have an acceptable reason for lateness, will be given a lunch-time detention and/or contact will be made home, as appropriate.

Pupils arriving after 9am without an acceptable reason for lateness will be marked with an 'unauthorised' late absence in the register.

Parents/carers can refer to the full Attendance Policy available on the school website at

www.parkfieldsschool.co.uk

Our aim is that all pupils' attendance is 96% or better.

Attendance on the end-of-year report will be categorised as follows:

98% above	- Outstanding
96-98%	- Good
96%	- Satisfactory (in line with school expectation)
90-96%	- Below expectation
Below 90%	- Cause for concern

Attendance

Brochure 1

(July 2019)



"to flourish, learn & grow"

A T T E N D A N C E

Absence due to illness or an appointment

- In the case of an anticipated absence, parents/carers should send a letter to the school in advance.
- Where absence is non anticipated, parents/carers should telephone the school between 7.30-8.30am to inform of the absence.
- On the first day of absence, if a call has not been received by the school by 9am latest, a member of staff will call home to find the reason for the absence.
- A letter explaining the reason for absence should be sent to the child's form teacher on return to school.
- If a child needs to leave school during the day, a written note must be given to the form teacher on the morning of the event and the child collected and signed out at the school office by a responsible adult.
- On arriving back to school after an appointment pupils should sign in at the school office. This applies to any children arriving back during the lunch-break.

Term-Time

Leave of Absence and Holidays

- There is no right or entitlement to any term time leave and requests for such leave may only be granted in exceptional circumstances. The request must be made in advance by the Parent with whom the child normally lives.
- If you do make a request for leave to go on a family holiday during term time, in responding to your request the school will consider:
 - ◇ *whether there any exceptional circumstances for the request*
 - ◇ *your child's previous attendance*
 - ◇ *the time of year when the holiday is to be taken*
 - ◇ *how long the holiday is for*
 - ◇ *the likely disruption the holiday might cause to your child's education*
 - ◇ *whether similar requests have been made in the past*
- Holidays which are taken for the following reasons **will not be** authorised:
 - ◇ *availability of cheap holidays*
 - ◇ *availability of desired accommodation*
 - ◇ *poor weather experienced in school holiday periods*
 - ◇ *overlap with beginning or end of term*

Requesting Leave of Absence

- All requests should be made in advance by the parent/carer with whom the child normally resides.
- *Parents/carers who consider the reasons to be exceptional must request a 'Leave of Absence' form, which can be obtained from the School Office (e-mailed requests **cannot be actioned.**)*
- The 'Leave of Absence' form should be completed and returned to the school office for authorisation.
- If the holiday is taken without consultation or authorisation, the absence will be recorded as 'unauthorised' in the attendance register.
- Unauthorised leave may result in the Local Authority issuing a Penalty Notice.

PENALTY NOTICE

- A Penalty Notice may be issued when:
 - ◇ *A pupil has taken holiday during term-time that the school has not authorised*
 - ◇ *A pupil's school attendance is poor and the school believes that issuing a Penalty Notice may lead to improvement e.g. persistent lateness*