

Sir  
William  
Stanier  
School

# Attendance Booklet

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**



Improving Attendance is Everyone's Business!

# Why Attendance Matters

Improving school attendance is everyone's business. There is a well-established link between attendance and academic achievement. Low or irregular attendance has a negative effect on students' academic performance, mental wellbeing and resilience. When students miss school, they miss crucial building blocks of knowledge.

Our commitment to promoting good attendance involves continuous monitoring by staff, communication with parents, and proactive measures to prevent further absences. Our goal for all students is 100% attendance and punctuality, with a minimum expectation of 95% throughout the academic year.



## How to Improve Attendance

Parents have a legal obligation to send their children to school, and there's a risk that students caught in a cycle of absence may struggle to catch up. We're diligently addressing attendance challenges arising from the pandemic. The government's national campaign emphasises the value of each school day and encourages positive communication between parents, carers, and the school.

To empower parents, we provide accessible online resources and guidance. Our staff are always available to assist students in catching up or understanding missed material. The 'Attendance Triangle' illustrates when attendance becomes problematic and outlines the support available to students facing ongoing absences.

## Making Moments Matter Together

Your child's attendance record is accessible through Edulink and is updated daily. Additionally, students discuss their attendance in form time with their tutors. If your child's attendance falls below 97%, their tutor will closely monitor it. If no improvement occurs (begins to drop below 95%), the Year Team and Attendance Officer will step in to offer additional support. Good attendance is rewarded each week and at the end of each half term.

If your child has a medical condition affecting attendance, a medical letter and supporting evidence will be necessary.

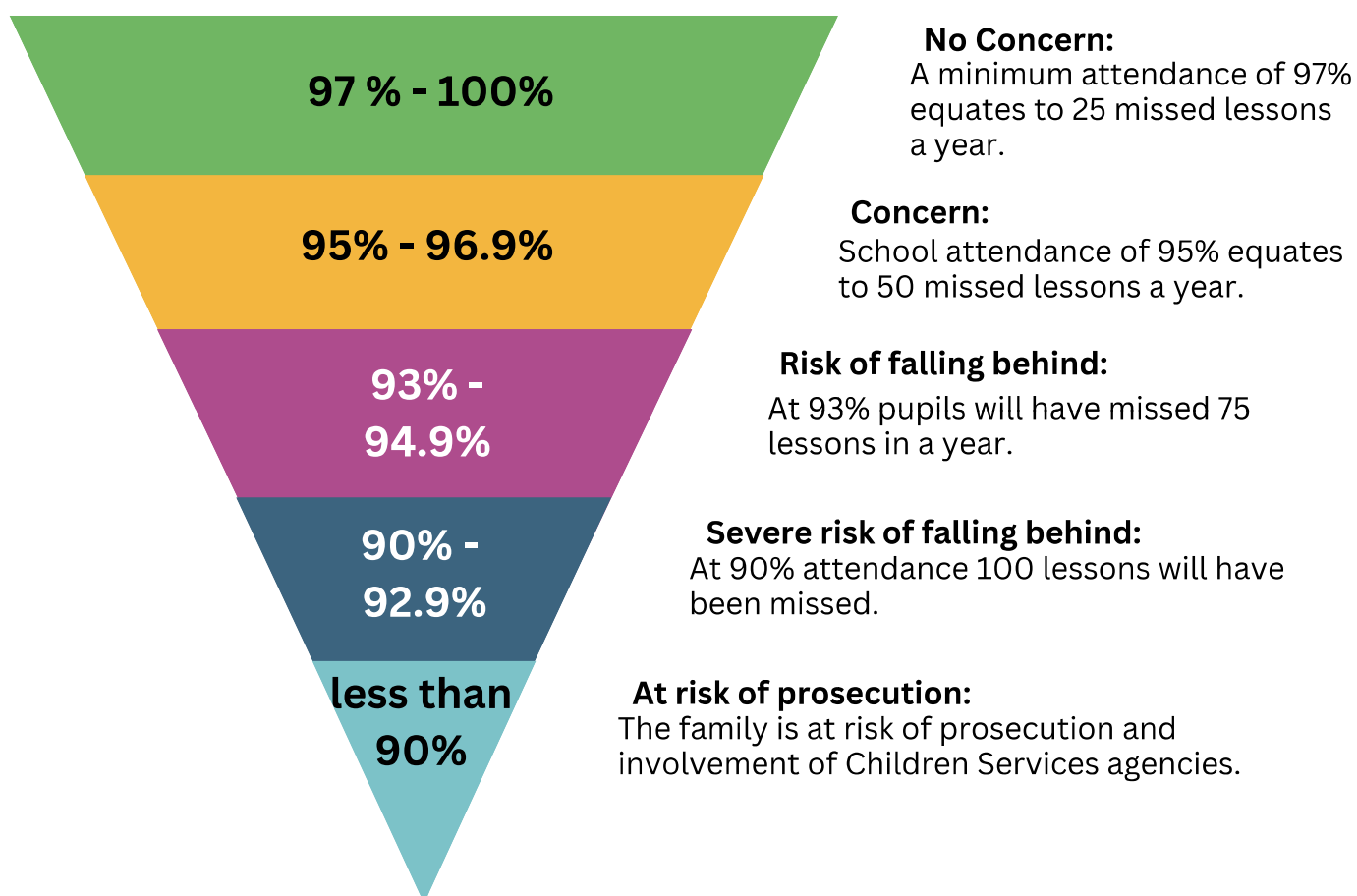
# Communicating with Each Other

Deciding whether to keep your child off school when they're unwell can be challenging. Typically, parents and carers can send their children to school with mild illnesses. However, if you're uncertain, [click here for NHS guidance](#).

If your child is dealing with mental health concerns related to attendance, our school is well-equipped to address them. Children can access mental health resources through the school website, and we collaborate with the NHS for additional professional support when needed. To ensure effective communication, please follow these guidelines:

- Notify the school in advance of any planned or unplanned absences.
- Provide medical evidence (such as texts or letters) to the Attendance Team.
- If your child is reluctant to attend school, identify the reasons and work with our staff to address concerns.
- If your child avoids specific classes or subjects, discuss this with their Form Tutor.
- Reach out to us for support to prevent avoidance behaviour.
- Reinforce the importance of punctuality and attendance with your child.
- Explore various options for supporting your family and child, both from our staff and external agencies.
- Avoid scheduling doctor or dentist appointments during school hours.
- Refrain from taking holidays during term time, as unauthorised absences may result in penalties under the Education Act 1996.

## The Attendance Triangle



# Legal Requirements

Parents whose children are registered at a school or other educational establishment are responsible for ensuring that they attend punctually, regularly, stay there as required and follow the school's rules with regard to behaviour. If parent/ carer(s) fail to ensure this, there are a number of options open to the Local Authority (LA) and schools to secure an improvement in the child's behaviour and attendance and support parents to achieve this.

A parent's failure to ensure the regular attendance of their child at school is a criminal offence. The LA has the power to prosecute for this offence in the Magistrates' Courts under s444 (1) Level 3 offence or (1A) Level 4 offence of the Education Act 1996. On conviction, parents can be fined up to £1000 (1) or in the case of an "aggravated" offence (1A) they can be fined up to £2500 and may also be liable to a custodial sentence of up to 3 months or a Community Order.

If a parent fails to ensure their child's regular attendance at an alternative provision the LA also has the power to prosecute them in the Magistrates' Courts. In this case the parent must first have been given notice in writing of the requirement of their child to attend the alternative provision.



**Sir William Stanier School | Coronation Street | Crewe | CW1 4EB**

**01270 660880 | [office@sws.cheshire.sch.uk](mailto:office@sws.cheshire.sch.uk) | [sirwilliamstanier.co.uk](http://sirwilliamstanier.co.uk)**



OPPORTUNITY  
COMMUNITY  
COURAGE



Sir William Stanier School is part of The Learning Partnership; a multi-academy trust of schools across East Cheshire and North Staffordshire.