



The Acorns School

Attendance at The Acorns School

Parents and carers of the students at The Acorns School are required to ensure that they receive sufficient full-time education. Good school attendance is essential to ensure that all children and young people make the most of the educational opportunities available and achieve their full potential whilst ensuring that all students stay safe. By law, all children of compulsory school age must receive a suitable full-time education. As a parent or guardian, you have a legal responsibility to make sure this happens.

Persistent absence guidelines:

As of September 2015 all pupils with below 90% attendance will be considered in persistent absence. If your child is in persistent absence you may be asked to attend regular attendance reviews and your child's attendance will be closely monitored by our staff and we will have regular contact with parents and carers and carry out home visits.

Green attendance 90%-100%, Amber attendance 85%-89%, Red attendance 84% and below.

Responsibility:

School has a legal duty to record the attendance of every pupil, or record them absent or late. The register is taken at the beginning of all lessons and show any reasons for absence, with any unexplained absences being followed up the same day. If for any reason a pupil has an appointment to leave school during the day, school should be informed of this prior to the day.

How to help your child improve their attendance record:

- Your child must come to school every day.
- Ensure that they arrive at school on time each day.
- Try to make hospital, doctor and dentist visits outside school hours.
- Please inform school in writing of any appointments known in advance.
- Don't take holidays in term time – requests for family holidays in term time will not be authorised unless under exceptional circumstances. If something is stopping your child from coming to school, please let us know. Please contact the school on the first day of absence before 9am on 01695 575 486.

Procedures:

Morning Registration is between 8:45-9am, and afternoon registration is between 12:30-12:45.

Pupils arriving late will be recorded as late on the register and the number of minutes and reason will also be recorded.

Day One – Our office admin will call home to ascertain the reason for your child's absence.



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- Your child's keyworker or form tutor will call you later in the day to confirm the absence and check if your child will be returning to education tomorrow.
- This will be logged as an attendance procedure on Sims.

Day Two – If no response after two days either by phone calls or a home visit a letter will be sent via the form tutor.

- This will be logged as an attendance procedure on Sims.

Examples of Authorised absence:

- Medical appointment (dentists, hospital, doctors – a medical appointment card will be requested)
- Illness
- Special Leave

Examples of unauthorised absence:

- Regular illness absence without a medical covering letter or appointment card
- Holidays in term
- Refusal to attend school
- Attending an elite sporting event

Attendance Review Procedures:

To be viewed in conjunction with Acorns School Attendance Process Flow Chart

- **CONCERN 1 letter is sent and a review arranged-3 days of absence**

Form tutor/keyworker will arrange a review with parents and student which will incorporate a discussion about concerns around attendance and possible support in school. Mrs Lewis the Attendance Manager will join the review meeting, and an Attendance Target will be set.

- **CONCERN 2 letter is sent and a review arranged-persistent absence**

Mrs Lewis the Attendance Manager will arrange a review meeting for parents and student to attend. A member of the school Senior Leadership Team will join the review and an open discussion will be held about barriers to attendance and possible support in school. A target will be set and a parent contract will need to be signed.

- **CONCERN 3 letter is sent and a review is arranged-persistent absence**

Mrs Lewis the Attendance Manager will arrange a review meeting for parents and students to attend. Acorns School Head Teacher will join the review and an open discussion will be held around the barriers to attendance and look at putting support systems in place to combat them with other agencies if required. A target will be set and the parent contract will be reviewed.



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Attendance Panel:

If persistent absence continues an attendance panel meeting will be arranged by Mrs Lewis the Attendance Manager with the Chair of Governors, school staff, parents and student in attendance.

Letters:

Letters will go out for persistent absence as soon as attendance drops below 85%.

Letters will also go out to parents/carers for improved attendance as we recognise the effort and support parents make in getting their child to school.

Legal Actions:

Fixed Penalty Notices:

- After 6/8 absences a warning letter will be sent explaining that due to the number of absences families may be subject to a fixed penalty notice.
- Attendance is monitored daily for 15 days by the attendance officer.
- If there are 10 unauthorised absences occurring in any half term or 14 unauthorised absences in a term a Fixed Penalty Warning letter will be issued. (Fixed Penalty Notification Letter also known as FPN1)
- Attendance officer is requested to send the relevant attendance paperwork for the child to Lancashire County Council, then a fine or warning letter can issued, this can be appealed at this stage.
- Penalty notices are issued at £120, however if you pay within 21 days this is reduced to £60. Please note each parent/carer will receive the penalty.

Court Action:

- Persistent absenteeism can result in court action by the local authority with a fine of up to £2000 after all avenues of support have been explored by the school attendance team.

Child Missing Education:

School have a responsibility to report any child missing in education, this means that if school and the local authority are unable to make contact with parents, and the child has missed 20 days of education then attendance and safeguarding procedures will be triggered.

Attendance Displays in School:

Form Tutors: All Form Tutors will have a group attendance display that is updated weekly.

Mrs Lewis Attendance Manager will email the form weekly attendance on a Monday morning to key staff

A prominent display in the foyer area will show monthly group and individual attendance.



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Attendance Rewards:

Attendance rewards will be issued monthly and will be based on **green (good attendance)** and any pupils who have made sustained attendance improvement.