**R**espect
**E**ffort
**A**chieve
**C**ommunicate
**H**appy & Healthy

the link school
Sunderland

# Attendance Matters

# Attendance Matters @ the link school Sunderland

# To help YOU!

## REACH your full potential

### Communication

**In order to realise shared goals and achieve the very best for learners we work collaboratively with parents/carers, schools, academies and other stakeholders. We will communicate the highest standards and expectations at all times.**

### Effort

**We recognise that our work has a positive impact on our learners and their families/carers, improving outcomes for all. We work tirelessly to improve the lives of our learners.**

# What to do in the case of Absence

## If your child is absent you must;

✓Contact school before 9.00am on the first morning of absence, this can be done via the parent app by sending a text, a telephone call to the school office, or leave a voicemail.

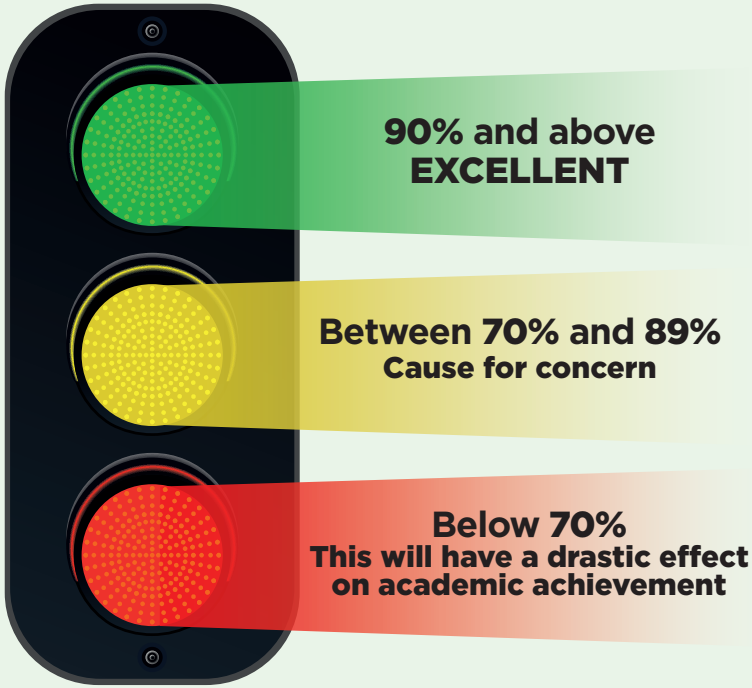
✓Keep school informed on a regular basis if your child is going to be absent longer than one day.

✓Send medical evidence into school where necessary. This may also be required if your child is absent frequently.

***If a child's absence is not reported and there is no parental contact following the first day response call and text message, then the School Attendance Officer may perform a home visit.***

***The Attendance Officer will carry out a home visit, to sight a child, every third day of absence, in most cases.***

# Attendance
## Why is it important?




Excellent attendance at school is important to allow a child or young person to **REACH their full potential**.

## Why School Attendance is so Important?

It is essential that any child registered at a school maintains a regular pattern of attendance throughout their school career.

Here are some of the key reasons why it is so important children attend school.

- ✓ To Learn
- ✓ To have fun
- ✓ To make new friends
- ✓ To experience new things
- ✓ To gain qualifications
- ✓ To build confidence and self esteem
- ✓ To build up a good work ethic

## What does the law say about School

It is the duty of a parent of a registered pupil of a school to secure their regular attendance at school. This applies to all children of compulsory school age.

As a parent/guardian you are legally responsible.

Should your child's attendance drop below 95%, this could trigger non attendance procedures, which is followed using Government guidance.

If your child's attendance falls to 90% or below, this is considered by the Government to be persistent absence.

Where attendance falls below 90% and there are unauthorised absences a referral will be made to the Local Authority for enforcement action.

Authorised and unauthorised absence both count negatively towards attendance.

**Which could result in a heavy fine, court action or even imprisonment.**

# Authorised Absence

- ✓ Illness where no learning provision is made
- ✓ Medical and dental appointments providing supporting evidence is received
- ✓ Attending a meeting about a Children's hearing or court
- ✓ Involvement in an activity the school agrees in advance
- ✓ Bereavement
- ✓ Religious ceremony
- ✓ There is a crisis or serious difficulty at home in your family
- ✓ Arranged absence in relation to children in Gypsy/Traveller families
- ✓ Your family is returning to a country of origin for cultural reasons or to care for a relative
- ✓ Period of exclusion

# Unauthorised Absence

- ✗ Family holidays
- ✗ Parent condoned absence where the school does not agree there is a satisfactory reason for absence
- ✗ Truancy with or without the knowledge of the parent
- ✗ Where a pupil has to take on young carers responsibilities pending the assessment and allocation of support
- ✗ During disputes such as relating to the return of a pupil after an exclusion
- ✗ All other unexplained absence is recorded as unauthorised absence unless a satisfactory explanation is subsequently provided

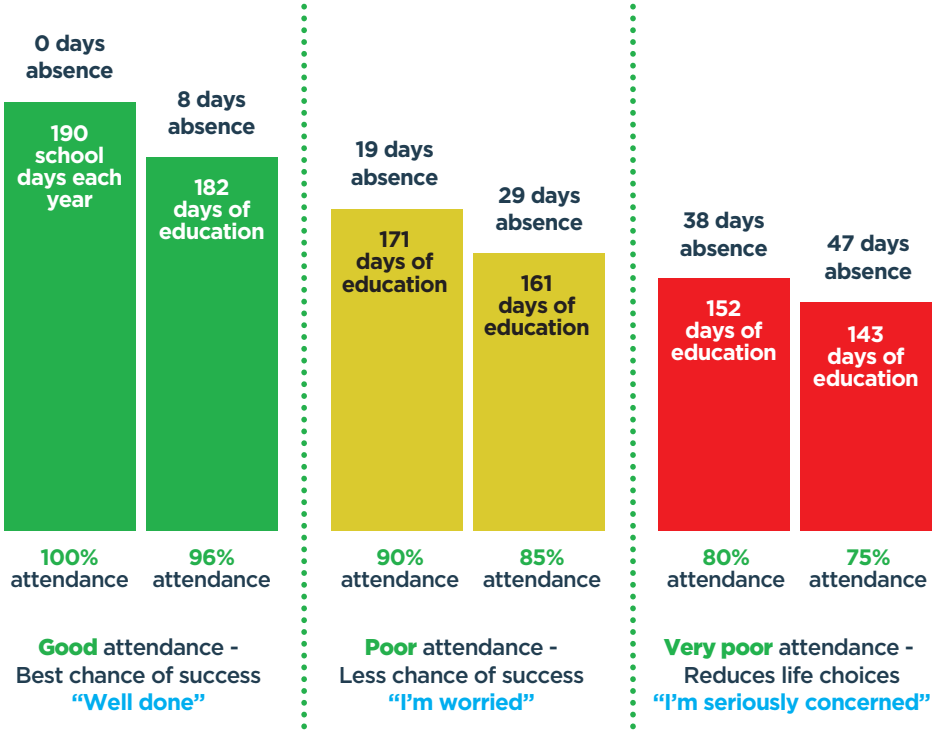
# Medical Appointments

Where possible medical appointments should be made out of school time. If this is not possible your child should miss the minimum amount of school time necessary and medical evidence should be provided.

# Below are examples where an absence would not be recorded as authorised

- A pupil not attending school to go shopping for school clothes
- A pupil not attending school as it is their birthday or the birthday of a family member
- A pupil not attending school as the family have gone to the airport to meet a visiting relative
- A pupil not attending school due to attending a hospital appointment for another family member
- A pupil not attending school due the fact the family returned late in the previous evening from a family holiday
- A pupil not attending school as they are looking after younger siblings
- A pupil attends a medical appointment in the morning but then fails to return to school for afternoon lessons

# All this time for shopping, holidays and appointments




# 365 days in a calendar year

# Lateness = Lost Learning

## Danger Zone!

As few as 19 missed days over the school year reduces your chances of success.

Your GCSE results could drop by at least one grade across all subjects.

Late each day

# Punctuality

## Is your child missing out?

Children who are regularly late often choose to be absent rather than go into a class because they may then be the focus of unwanted attention. Regular lateness adds up to a lot of lost learning.

Lateness after registration closes is recorded as absence for that session so it is important children are on time.

***Please help your child to be punctual.***

# Every minute counts

**If you are five minutes late every day, that adds up to over three days of lost learning each year**

**15 minute late every day is the same as being absent for two weeks of the year**

# Keep in touch

## Happy and Healthy

**We have created a safe, secure and happy learning environment in which all learners can thrive. We equip learners with the knowledge and skills they need to achieve well in life. We acknowledge and celebrate their success widely.**

# Remember...

It is very important that you keep your contact information that we hold for you up to date.

You must notify us of any changes of **address** and **telephone numbers** at your earliest convenience.

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