Attendance Policy

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Owner: **Lesley Poulter**
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Contents

1. Aims

Statement of Intent

At St Benet Biscop Catholic Academy we aim for an environment which enables and encourages all members of the community to strive for excellence. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all students. We are committed to ensuring that all families understand the importance of 100% attendance. Attendance in school is vital for academic success. Studies have shown that students who attend less than 95% of the time are less likely to achieve 5 grade 4 and above at GCSE and therefore are denied the chance to a successful, fulfilling life.

Research has shown that, even at the earliest age, children with poor attendance and punctuality are at a disadvantage later in life. They generally find it harder to make and maintain friendships, they achieve less and they often suffer from poor self-esteem.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

• Promoting good attendance

• Reducing absence, including persistent and severe absence

• Ensuring every student has access to the full-time education to which they are entitled

• Acting early to address patterns of absence

• Building strong relationships with families to ensure students have the support in place to attend school

• Promoting the importance of arriving to school and lessons on time to support punctuality

We value all students and we will work with our families. We aim to have a culture of listening, understanding, empathising, supporting but not tolerating poor attendance. We strive to identify at the earliest opportunity reasons for poor attendance and put support in place to establish routines and remove barriers.

Attendance is a shared responsibility, involving everyone; Our Attendance Policy should not be viewed in isolation; it is a thread that runs through all aspects of school improvement, and is supported by all academy policies.

2. Roles and Responsibilities

"Tenacity is very important when schools are trying to improve attendance. As one leader put it: It's about parents knowing that we are not going to let go" DfE May 2022 Improving School Attendance

2.1 The Governing Board of Trustees

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos

- Making sure school leaders fulfil expectations and statutory duties

- Regularly reviewing and challenging attendance data

- Monitoring attendance figures for the whole school

- Making sure staff receive adequate training on attendance

- Holding the headteacher to account for the implementation of this policy

- The link governor responsible for attendance is Christine Mills and can be contacted via admin@stbb.org.uk

2.2 The headteacher

The headteacher/principal is responsible for:

- Implementation of this policy at the school

- Monitoring school-level absence data and reporting it to governors

- Supporting staff with monitoring the attendance of individual pupils

- Monitoring the impact of any implemented attendance strategies

- Issuing fixed-penalty notices, where necessary

- The Head Teacher is Kevin Shepherd and can be contacted via admin@stbb.org.uk

2.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school

- Offering a clear vision for attendance improvement

- Evaluating and monitoring expectations and processes

- Having an oversight of data analysis

- Devising specific strategies to address areas of poor attendance identified through data

- Arranging calls and meetings with parents to discuss attendance issues

- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Lesley Poulter, Assistant Headteacher and can be contacted via admin@stbb.org.uk

2.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)

- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

- Working with relevant school staff to tackle persistent absence.

- Advising the headteacher when to issue fixed-penalty notices

The attendance officers are: Sharon Bowman and Katie Smith and they can be contacted via attendance@stbb.org.uk

2.5 Pastoral staff will:

- arrange home visits and attend meetings with the parent/carer(s).
- meet regularly with identified pupils to discuss attendance related issues.
- identify early with parent/carer(s) the reason for poor attendance, working in partnership with parent/carer(s) to achieve improved attendance.
- work with the Senior Leader with responsibility for attendance, LA and Attendance Officer, where appropriate, to monitor attendance levels, identify patterns of absence and create strategies to improve attendance.
- work alongside the Senior Leadership Team with referrals to outside agencies for additional support for families including School Health, CYPS, Attendance Service, Police, Youth Offending Team & Social Care, where necessary.
- support school leaders with the production of appropriate attendance plans; monitoring and evaluating the effectiveness and impact of plan regularly.
- promote attendance leagues.
- deliver award assemblies inline with our RISE values.
- recognise and celebrate student attendance.

2.6 Class teachers and form tutors

Class teachers and form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office within registration time and within 5 minutes of the lesson starting.

Every day teachers and form tutors will:
- demonstrate a warm welcome to every student every lesson.
- maintain class registers, completing them accurately in accordance with school policy.
- where poor attendance occurs ensuring appropriate school staff are informed.
- emphasise with their classes the importance of good attendance and
- promptness.
- ensure appropriate school staff are informed of additional information provided by the child so it can be recorded in line with school policy.
- discuss attendance issues at parent evenings where necessary.
- celebrate good and improved attendance by issuing full week attendance credits.
- direct students to attendance visuals in the classroom.
- carry out positive and encouraging attendance conversations.

2.7 School admin staff

School admin staff will support:

- Will pass on calls from parents and carers about absence on a day-to-day basis and share with the pastoral and attendance team

- Transfer calls from parents and carers to the attendance and pastoral team to provide them with more detailed support on attendance

2.8 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every school session on time

- Call the school to report their child's absence as soon as possible and before 8.45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return via: attendance@stbb.org.uk or calling school on school 01670 822795

- The school will continue to phone home every day for a period of extended absence, even if the reason for absence is known.

- Provide the school with more than 1 emergency contact number for their child

- Ensure that, where possible, appointments for their child are made outside of the school day

2.9 Pupils

Pupils are expected to:

- Attend school every day on time

- Attend every timetabled session on time

- remain positive and resilient even in the hardest of times.
- speak to a member of staff if support is needed.
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3. Recording attendance

3.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present

- Attending an approved off-site educational activity

- Absent

- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry

- The amended entry

- The reason for the amendment

- The date on which the amendment was made

The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not

- The nature of the activity if a pupil is attending an approved educational activity

- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive at school by 8.40am on each school day.

The register for the first session will be taken at 8:45am and will be kept open until 9:10am. The register for the second session will be taken at 9.10am and will be kept open for 5 minutes.

3.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school office on 01670 822795 option 1 or email attendance@stbb.org.uk (see also section 7)

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or another appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

3.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Routine medical and doctor's appointments should not be taken during term time. Students have 13 weeks' school holiday per year and further time off on teacher training days. We kindly ask parents to make routine doctor and dental appointments during these dates in order to avoid unnecessary absence. Any urgent medical and dental appointments must be authorised by completing the 'Request for Leave of Absence' form which is available from the Attendance Officer or on the website.

If the absence is authorised, parents / carers must ensure they collect the student from visitors' reception as no student will be allowed out of the academy unaccompanied. Parents / carers must also ensure that the student is aware of the appointment and there is a note in the planner. It is not the responsibility of the academy to inform students of appointments. The person collecting must be named contact on the student record.

In emergency situations, we will ensure the student is aware of the appointment. In any other circumstances, the student has to make their own way to reception at the authorised time.

For a day set aside exclusively for religious observance, students will be granted one day for each occasion of religious observance with a maximum of 3 days over one academic year. These absences, if granted, will be recorded as authorised using the 'R' code. These are the codes as stipulated by the Department for Education and whilst absence is authorised, it does count against the child's attendance. This is the national policy.

However, we encourage parents/carers to make medical and dental appointments outside of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

3.4 Lateness and Punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code

- After the register has closed will be marked as absent, using the appropriate code

- The school will use the [U] code for arrivals after 30 minutes from the start of the session

Where issues of poor punctuality persist our attendance officers and pastoral team will work proactively to support all students to attend school on time.

3.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Text and call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will consider all measures to ascertain a child's safety which may include a home visit, contacting the police etc.

- Identify whether the absence is approved or not

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer, Early Help Support or Children's Services for advice and support

3.6 Reporting to parents/carers

The school will regularly inform all parents about their child's attendance and absence levels via the school written reporting system. Where attendance falls below expected levels the school will report this parents and outline our next steps.

4. Authorised and unauthorised absence

4.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher/principal's discretion, including the length of time the pupil is authorised to be absent.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school attendance team and main reception. The headteacher may require evidence to support any request for a leave of absence.

Examples of exceptional circumstances with valid reasons for **authorised absence** include:

- Funeral of immediate family member
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer)
- One off sporting events/performing arts competitions, if the child is participating and is at county standard or above and a letter has been provided from the performing arts/sports regional governing body as evidence
- Urgent medical appointments (evidence must be provided). Schools should not authorise a whole day's absence for a medical appointment that occurs in the morning – the child would be expected to return to school in the afternoon, and vice versa

4.2 Extended Leave

When a child is absent from school for an extended period (i.e 15 school days or more) parent/carer should advise the school of the temporary address

4.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

5. Strategies for promoting attendance

There may be a range of reasons why a student may have attendance concerns. The school will offer relevant support to get to the bottom of any issues that affect attendance. Examples of support we can give may come from of some the following.

- o Discussion with parents and student(s) at school
- o Discussion with parents and students(s) at home via a home visit
- o Attendance panels
- o Attendance / punctuality report cards
- o Referral to Early Help for the support of a Family Support Worker
- o Other in school support
- o Referrals to outside agencies
- o Home visits
- o Referral to Young Carers support group
- o Referral to academic mentor/Intervention groups
- o SEND support
- o Attendance contracts
- o Involvement of our Careers adviser to support with future career / education plans
- o Student Voice Activities
- o Friendship group interventions
- o Reward systems
- o Time limited part time timetables
- o Behaviour support
- o Reintegration support packages
- o Celebration assemblies
- o Guidance to home the school website and parent bulletin
- o Family handbook
- o School newsletters
- o In school displays
- o Year group notices

St Benet Biscop Catholic Academy recognises that poor attendance is often a sign that there are more serious issues going on in a child's life. This may be linked to problems at home and/or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's

attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help us identify any additional support that may be required. Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and students. Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, we will refer to Education Welfare and the use of legal sanctions will be considered. The school and local authority will decide on an individual approach after considering the individual circumstances of a family.

6. Attendance monitoring

6.1 Monitoring attendance

The school will:

- Monitor attendance and absence data fortnightly, half-termly, termly and yearly across the school and at an individual pupil level

- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority levels through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

6.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

6.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to attendance officers, the pastoral team and form tutors, and other school leaders, to facilitate discussions with pupils and families

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

6.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Hold regular meetings with the parents of pupils whom the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

- Provide access to wider support services to remove the barriers to attendance

7. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the SLT attendance lead. At every review, the policy will be approved by the full governing board.

8. Support

The school will:

- Build relationships with students and families to encourage regular school attendance.
- Analyse and use data and relationship knowledge to prevent regular absence.
- Using resources (School-based and external services) to intervene early with support.
- Use targeted support for persistent/severe absences.

SBB Attendance and Punctuality Monitoring

	Punctuality to school	AO's / SSM / Office Staff (potentially HOP / AHT)	• Late gate operated by AO's from 8.45am to 9.10am • Lateness to school generates a 30minute detention • Students sign in at main reception after 9.10am • Students have until 9.40am to sign in with late mark • After 9.40am students will be signed in as a U code unless pre-planned communication has been sent to AOs
	Punctuality to school and lessons	SSM	• Lateness to lessons and school generates a 30 minute detention • SSM will monitor punctuality to school and lessons • Punctuality issues will progress to a Punctuality Passport which will reward students progress towards improved punctuality. Progress will be tracked. • SSMs or FT will contact home about persistent punctuality problems
	Persistently poor punctuality	HoP & SSM	• A letter will be sent home about persistently poor punctuality. • HOP will contact home to further discuss barriers to punctuality. • Progress will be tracked through interventions that are carried out to help improve punctuality.
	99-100%	Form Tutor	• Warm Welcome for all student each day • Excellence Merit award weekly for 100% attendance • Request notes to be recorded in planner for reasons for absence
	96-98%		
	93-95%	Form Tutor	• Identify patterns • Identify broken weeks / days / lessons share with HOP and conversation with student about attendance and number of days and lessons missed • Return from absence conversation • Identify students to receive communication around attendance
	90-92%	SSM	• Use of form tutor conversations • Attendance passport where appropriate • Initial phone call home to offer support, early intervention for mental health or other concerns. • Select students to join attendance workshops in school. • Prevention letter sent after phone call to explain days and lessons missed and recap support on offer.
	70-90%*	AO /HOP/SSM/E WO	• Use of tracker to see AO and previous actions • Student conversations - return to school from illness proforma • Use of attendance tracker to identify negative trends and consider relevant referrals.

			• Parental meetings to discuss attendance and relevant support referrals • Consideration of SEND / Mental Health referrals • Trigger parental communication automatically identified • Attendance contract • Communication and or referral to EWO
	50-70%*	AHT Vulnerable AHT Attendance AO EWO	• Individual meetings with parents and students • Regular meetings where attendance is reviewed, tracked and monitored. • Attendance Plan • Consideration of SEND referral
	50%*	AHT Vulnerable AHT Attendance AO EWO	Individual attendance meetings *Consideration of LA referals/ CYPS referral *Consideration of Early Help Referral *Consideration of SEND referral *Consideration of alternative provision *Reduced timetable with fortnightly review *Graded exposure with fortnightly review

The above table summarises our offer of support for help us improve student's school attendance and punctuality. This is not an exhaustive table and could include different support at different attendance zones for individual children.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy

- Behaviour policy

10. Legislation and guidance

This policy meets the requirements of working together to improve school attendance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996

- Part 3 of The Education Act 2002

- Part 7 of The Education and Inspections Act 2006

- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold

- Summary of responsibilities where a mental health issue is affecting attendance

- [Support for pupils where mental health issues are affecting attendance](#) (Effective practice examples)
- [Keeping Children Safe in Education 2023](#)

Appendix 1: Attendance codes

The following registration is effective from the 19th of August 2024 - 'Working Together To Improve School Attendance 2024'

Code	Definition	Scenario
/	Present (am)	The pupil is present at morning registration
\	Present (pm)	The pupil is present at the afternoon registration
L	Late arrival	The pupil arrives late before the register has closed
B	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the school
K	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the local authority
D	Dual registered	The pupil is attending a session at another setting where they are also registered
P	Sporting activity	The pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	The pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	The pupil is on a work experience placement

Code	Definition	Scenario
	Authorised absence	
C	Authorised leave of absence	The pupil has been granted a leave of absence due to exceptional circumstances

C1	Leave of absence	The pupil should be participating in a regulated performance or regulated employment abroad
C2	Leave of absence – Part-time timetable	For compulsory school-age pupils who are on an agreed part-time timetable
E	Suspended or permanently excluded	The pupil has been suspended or permanently excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	The school has been notified that a pupil will be absent due to illness
J1	Leave of absence	Pupil has an interview with a prospective employer/ admission to another educational institution
M	Medical/dental appointment	The pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Parents travelling for occupational purposes	The pupil is a mobile child due to the parent travelling from place to place for business/trade
Q	Unable to attend due to lack of access arrangements	The pupil is unable to attend due to a lack of access arrangements made by the local authority
Y1	Unable to attend due to lack of transport	Where the school or local authority normally provides transport which is not available; and the school is beyond reasonable walking distance

Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend school because of widespread disruption to travel caused by a local, national or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use
Y4	Unable to attend due to the whole school being unexpectedly closed	Where the whole school was planned to be open but remained closed unexpectedly
Y5	Unable to attend as pupil is in criminal justice detention	If the pupil is in police detention or on remand to youth detention, awaiting trial or sentencing
Y6	Unable to attend in accordance with public health guidance or law	Pupil travel to or attendance at the school would be contrary to restrictions set by the secretary of state for health
Y7	Unable to attend because of any other unavoidable cause	The unavoidable cause must be something that affects the pupil, not the parent
**Unauthorised absence**	
G	Unauthorised holiday	The pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	The school is not satisfied with the reason for the pupil's absence
U	Arrival after registration	The pupil arrived late and after 30 minutes from the start of the session

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Attendance tips and advice for families

Let your child know that attendance is important

Talk to your child about the importance of good attendance and punctuality. (For example if their attendance is 94% they would miss 55 hours of lessons during the academic year.)

Show them you are interested in their school activities, school work and homework.

Know your child's attendance target, and check ClassCharts regularly to see how they are doing.

Attend parents' evenings and school events.

Praise and reward your child's achievements at school.

Do your best to arrange routine medical and dental appointments after school hours.

Encourage resilience and do not let your child take time off for minor ailments.

Arrange family holidays outside of term time.

Regularly check ClassCharts messages, text messages and letters sent from school.

Take truancy seriously. If your child is not attending school as you expect they may be putting themselves at risk – Who are they with? What are they doing?

Establish a routine

Give yourself and your child enough time to get ready in the morning. Provide an alarm clock for your child rather than using a mobile phone alarm to ensure they arrive to school before 8.40am.

Plan ahead the night before. Get uniform ready, encourage your child to pack their school bag and make sure all due homework is complete.

Agree and insist upon an appropriate bedtime for your child in line with their age – and insist on a deadline for using a mobile phone / computer / TV.

Don't allow children to keep their mobile phone in their bedroom overnight – it can be too tempting and can lead to poor sleep habits developing.

Keep open lines of communication with your child and school

Let the school know in advance if your child is going to be absent or if you have concerns about your child's attendance.

If your child doesn't want to go to school, find out why and work with school to address concerns. It is better to intervene early, rather than letting issues build up.

If you notice your child is avoiding a particular lesson or is having a difficult time in one subject area, discuss this with your child's Head of Year. Offer extra support at home.

This will help prevent your child developing a behaviour of avoidance in school when things become difficult.

Make sure your child knows you do not approve of him/her being late. Talk to your child about issues that may be making them late for school.

Do not let your child persuade you into making an excuse for him/her. If they are well enough to attend but refusing please let school know.

Some students find it harder than others to attend school and therefore it is essential that schools and local authorities should work with students and parents to remove any barriers to attendance by building strong relationships and working together to put the right support in place. Improving attendance must be a concerted effort across all staff in school, the Local Authority, parents and students.

We are here to help you so do not hesitate to get in touch with the school if you have any specific concerns to do with attendance matters. Where the attendance of a student drops below a given level the school will contact parents with the aim of improving the attendance of the child.