



WHAT DOES YOUR CHILD'S ATTENDANCE MEAN?

Category	Impact on your child's progress at school...	School/Local Authority Action
100% OUTSTANDING	<ul style="list-style-type: none"> • <u>No</u> lessons missed! • No time off for appointments or illness 	Best chance of success – every opportunity available to make progress Headteacher Referral Tutor or Year Office reward Reward in Celebration assemblies Positive comment on reports home Postcard home
98% GOOD	<ul style="list-style-type: none"> • <u>Very few</u> lessons missed • Only 3 days absence in a year 	Very good chance of meeting at least expected grades Medical evidence required for absences School Fixed Penalty Notice warning letter for irregular attendance Head of Achievement/Pastoral Manager interview with pupil and/or parents for support Close monitoring of attendance on a weekly basis Leave of Absence requests are unlikely to be authorised
95% REQUIRES IMPROVEMENT	<ul style="list-style-type: none"> • 10 days (two weeks) absence in a year • <u>50 hours</u> of lessons missed 	Less than 50% chance of achieving expected grades School reports pupil as a Persistent Absentee to governors, Local Authority (LA) and Department for Education Medical evidence required for any absence to be authorised Head of Achievement/Pastoral Manager agree Improving Attendance Plan with pupil/parents Local Authority Fixed Penalty Notice Warning letter requested Referral to Early Help agencies as appropriate Home visits from Pastoral Manager Leave of Absence requests referred to LA for Fixed Penalty to be issued
90% SERIOUS CONCERN *PERSISTENT ABSENTEE STATUS*	<ul style="list-style-type: none"> • 20 days (four weeks) absence in a year • <u>100 hours</u> of lessons missed 	Less than 30% chance of achieving expected grades Direct action from LA – School Attendance Team and specialist support agencies: School Attendance Panel set up to support the family or Multi Agency involvement Fixed Penalty issued Risk of prosecution by the Local Authority Regular formal meetings in school or at home to review attendance plan Reintegration steps as appropriate Possible Neglect/safeguarding concern raised with Local Authority
Below 85% UNACCEPTABLE *PERSISTENT ABSENTEE STATUS*	<ul style="list-style-type: none"> • 30 days absence in a year: <u>six weeks</u> off • <u>150 hours</u> of lessons missed 	

Please note that pupils with diagnosed medical conditions or serious injuries will have Individual Health Care plans agreed with parents, the school and professionals and therefore are not necessarily subject to the procedures outlined above.