



Attendance Statement from the Governing Bodies & Headteachers of Petersfield Area Local Schools (PALS)

All schools emphasise the importance of high and-regular attendance. If young people are not in school, they are not learning and cannot make good progress.

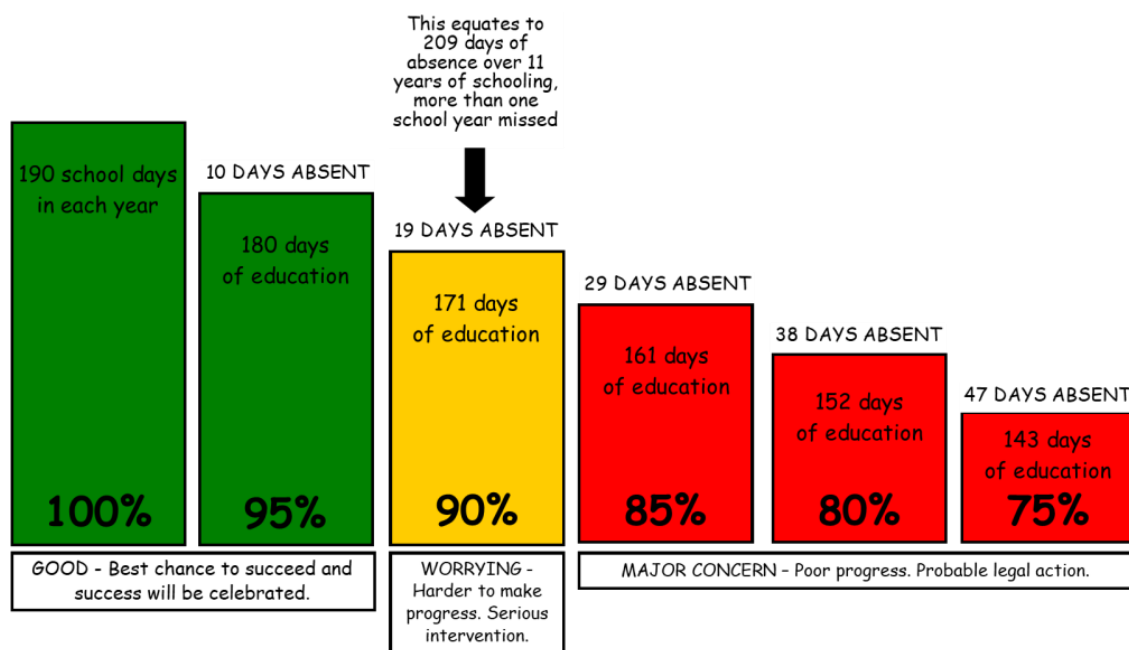
We believe that excellent attendance is essential for a child's education to be successful. It is the responsibility of parents to ensure that their child attends school. We thank those parents who ensure that attendance is above 95%. Absence from school should only occur in the extreme of circumstances and holidays taken in term time will not be authorised.

- 95% as a minimum is an acceptable level for progress not to be adversely affected.
- A 90% attendance rate results in 18 days of lost education, with 29 days lost at 85% and with 80% equating to a half term of learning missed.

All the schools in the Petersfield area want our young people to develop into confident, resilient and respectful citizens. It is important that we all work together to achieve this and we expect parents/carers to support the procedures of good attendance outlined in this document. The vast majority of parents/carers support schools in what schools are trying to achieve with regards to attendance. Where it is necessary parents/carers will be referred to this document when it is clear that support is not forthcoming.

What is excellent attendance?

The graph clearly shows what all schools expect in terms of excellent attendance. 90% attendance is not good enough; it needs to be 95% and above.



How does attendance affect progress?

There is a direct correlation between excellent attendance and student outcomes. Attendance below 95% can adversely affect the academic progress of your child and limit their social development as they have reduced access to activities that promote this. Those who have 95% and better attendance **make significantly positive progress**.

Those students with under 95% attendance do not make as much progress as those with similar abilities across the country while those with 80% attendance make significantly **less progress** than those of similar ability across the country. There are always exceptions to this but overall the statistics really reinforce and clearly show that attendance matters. If a child is not in school, they are not learning and can get left behind.

How can you encourage good attendance?

- Expect your child to go to school and ensure that your child knows this.
- Ask your child about their day at school and talk about what they might be doing in the future at

- Approach school earlier rather than later on issues with attendance.
- If your child's attendance could be attributed to emotional wellbeing, please contact us to make us aware so that we can offer appropriate support

Appointments: Routine medical and dental appointments should be made outside the school day whenever possible. If taken in the school day, when possible, register for the session before attending an appointment and return to school following an appointment. As schools, we only authorise a maximum of half a day for a single urgent or specialist medical appointment and evidence will be requested in the form of an appointment confirmation message, letter, booking slip or similar. Please be aware that the absence or illness of a student should not affect the education of their siblings.



A persistent absentee is defined as attendance below 90%. A typical pattern of absence could look like the example below, totalling 18 days of absence in the school year. If this were to continue for five years of secondary school, they would miss the equivalent of half of a school year.

Absence in exceptional circumstances: The decision to authorise an absence due to exceptional circumstances is based on individual circumstances and considered on a case by case basis by the Headteacher.

The Process: We monitor all student's attendance very closely, and especially those who are at risk of falling into this category. When a student's attendance falls below 95% the following actions will ensue:

- Stage 1: Contact made notifying parents that attendance has dropped below 95%.
- Stage 2: Formal Letter expressing our concern that attendance has not improved.
- Stage 3: Formal letter requesting medical evidence to support absence related to illness & advising that absences will be unauthorised unless evidence is provided.
- Stage 4: Parent/carer invited for a formal meeting. Penalty Warning given verbally.
- Stage 5: Formal letter sent if parent/carer fails to attend a formal meeting. Letter advises that Legal Team referral will be made if attendance does not improve.
- Stage 6: Formal letter to parent/carer advising that a referral has been made to the Attendance Legal Panel or Fixed Penalty Notice given.

Punctuality: Missed registration will be regarded as unauthorised absence and relevant legal proceedings may ensue.

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

If you would like further clarification, please contact your child's school.