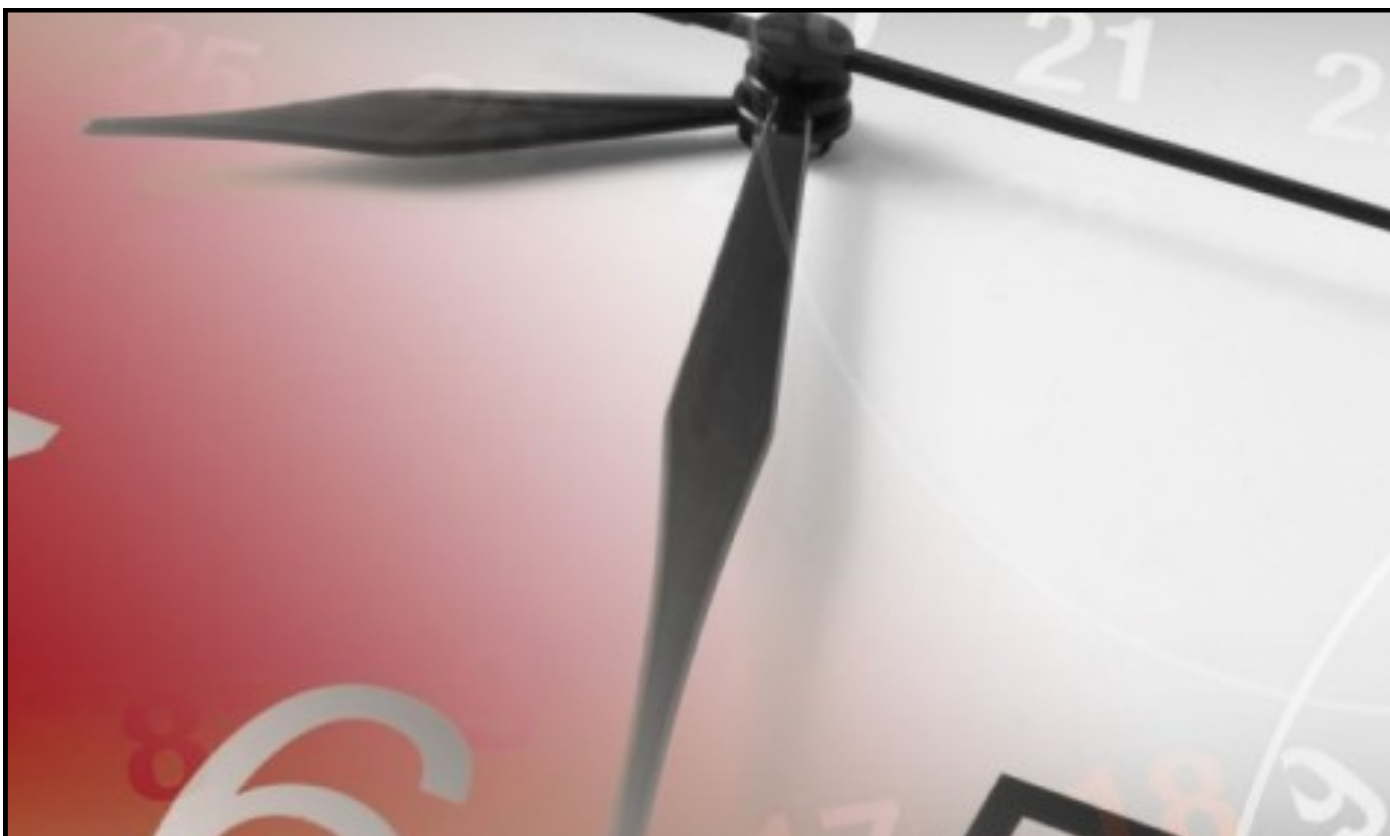


# King Edward VI Northfield School for Girls

## THE IMPORTANCE OF ATTENDANCE



**KING EDWARD VI  
NORTHFIELD  
SCHOOL FOR GIRLS**

*Educational excellence for our City*

## THE IMPORTANCE OF ATTENDANCE

Good attendance is absolutely essential to success at school. Pupils who miss school consistently do far worse in exams and future earnings than pupils who always attend. Good attendance is 95-100% attendance each year. Lower than 95% makes it harder for your child to do well. Less than 90% causes serious concern, and is referred to as Persistent Absence.

### What can Parents/Guardians do?

- ♦ You can support your child by making sure that they do attend school every day unless definitely too poorly. You will be able to spot genuine illness.
- ♦ Phone the school on 0121 513 0202 on the first day of absence so we are aware of genuine illnesses or email: [attendance@nsg.kevibham.org](mailto:attendance@nsg.kevibham.org)
- ♦ If your child doesn't want to come to school for any reason (doesn't like a particular lesson, has fallen out with friends, feels they are being bullied or something else is worrying them) call us on 0121 464 8346. Our Form Tutors and Year Heads are fantastic at dealing with these issues and the sooner they are dealt with the better.

## WHAT IS A GENUINE ILLNESS/ABSENCE

**Genuinely ill, not just a bit off colour** - You will know your child well enough to know if they are putting it on. If you think they are exaggerating, talk to them and give us a call.

**Medical/Dental appointments** - Usually it will be possible to arrange these outside school hours. If this is not the case, please let us know.

**Religious Ceremonies** - Celebrating important religious times of the year or attending family funerals.

## WHAT EXCUSES ARE NOT ACCEPTED AS REASONS FOR ABSENCE

- **Holidays** - The law is clear holidays should not be taken during term time.
- **No uniform** - If you have a problem with uniform, please give us a call.
- **Overslept/missed the bus** - We understand on rare occasions children will be late to school.
- **Looking after the family** - If family commitments are becoming overwhelming, give school a call we may be able to put you in touch with services that can help.
- **Looking after the house**
- **Shopping e.g. buying shoes** - Police and local authorities keep a keen eye out for school-aged children during the day.
- **Haircut** - Anything that can be done outside school hours should not be used as a reason to miss school.



**KING EDWARD VI  
NORTHFIELD  
SCHOOL FOR GIRLS**

*Educational excellence for our City*

## THE REALITY OF BEING ABSENT WITHOUT A GENUINE REASON

Legally, the school is not able to accept unauthorised absence.

If your child is absent and no message from home has been received on the first day, the school will attempt to contact home and will request a reason, as well as a possible date to return. This will normally be done by our Attendance Officer.

When the pupil returns but no reason or letter is received, the absence will be recorded as unauthorised – truancy! Persistent unauthorised attendance may lead to prosecution by the courts.

## WHEN ATTENDANCE FALLS

We see encouraging good attendance as one of our most important jobs, as pupils with poor attendance find it so difficult to do well at school. We first become concerned with a pupil's attendance **when it falls below 98%**. At this stage the form teacher may have a chat with your child, to find out if there is a problem emerging.

**If attendance falls below 95%** we will start closely monitoring the attendance of your child. The Head of Year will contact you to discuss the situation.

**If attendance falls below 90%**, we will be extremely concerned. We will formally contact you to share our concerns. Without an immediate improvement we may refer the case to the appropriate authorities. Attendance will be monitored over an agreed time period.

From there if there is still no improvement you may be required to go to court.

Monitor your child's attendance in their pupil planner.

We will be contacting individual parents/carers if we feel previous leaves of absence indicate that medical evidence (such as GP appointment cards) will be required in order to authorise illness absences. On occasions if we have not heard from you it may be necessary to conduct a home visit to complete a safe and well check. This could be carried out by a KEVI NSG staff member or by an Education Welfare Officer (EWO).

## THE ROLE OF THE ATTENDANCE SUPPORT TEAM

It is the job of the Attendance Support team to investigate absenteeism by contacting parents either by letter or in person at the home address.

The Attendance Support Team's role is supportive. They will try to resolve any difficulties regarding attendance as quickly as possible.

***If you are having any difficulties in getting your child to school, you can contact them for help or advice on 0121 464 8346.***

## THE ROLE OF THE POLICE

The Police have the right to question any pupils of school age seen out of school during normal school hours. In some cases they may return individuals to school or report their names to both the home address and the school. There may also be occasions where the police will accompany the Educational Social Worker on patrol around certain areas in an attempt to identify absentees.

## ATTENDANCE AND THE LAW

When a pupil's attendance falls below an acceptable level without an authorised reason and does not improve even with the help of the Attendance Support Team, the Education Authority has no choice but to take legal proceedings against the parents/guardians in the Magistrates Court.

**The maximum fine is £2,500 and will result in a criminal record.**

**Don't let it get this far!**

“ I did well in my exams because I attended everyday so I had all my notes in my books. ”

“ Even though I suffer from asthma, I always try to get into school. I feel out of touch otherwise. ”



“ I went to London as a prize for designing an attendance poster. I met our MP at the House of Commons. ”

“ I had a problem with friends and didn't want to come to school. My year Head sorted it out and now I attend well. ”

“ I got good GCSEs and a good job thanks to my attendance at KEVI Northfield. ”



“ King Edward VI Northfield School for Girls say:  
We want all our pupils to succeed, but we can only help them to do this if we see them regularly. ”