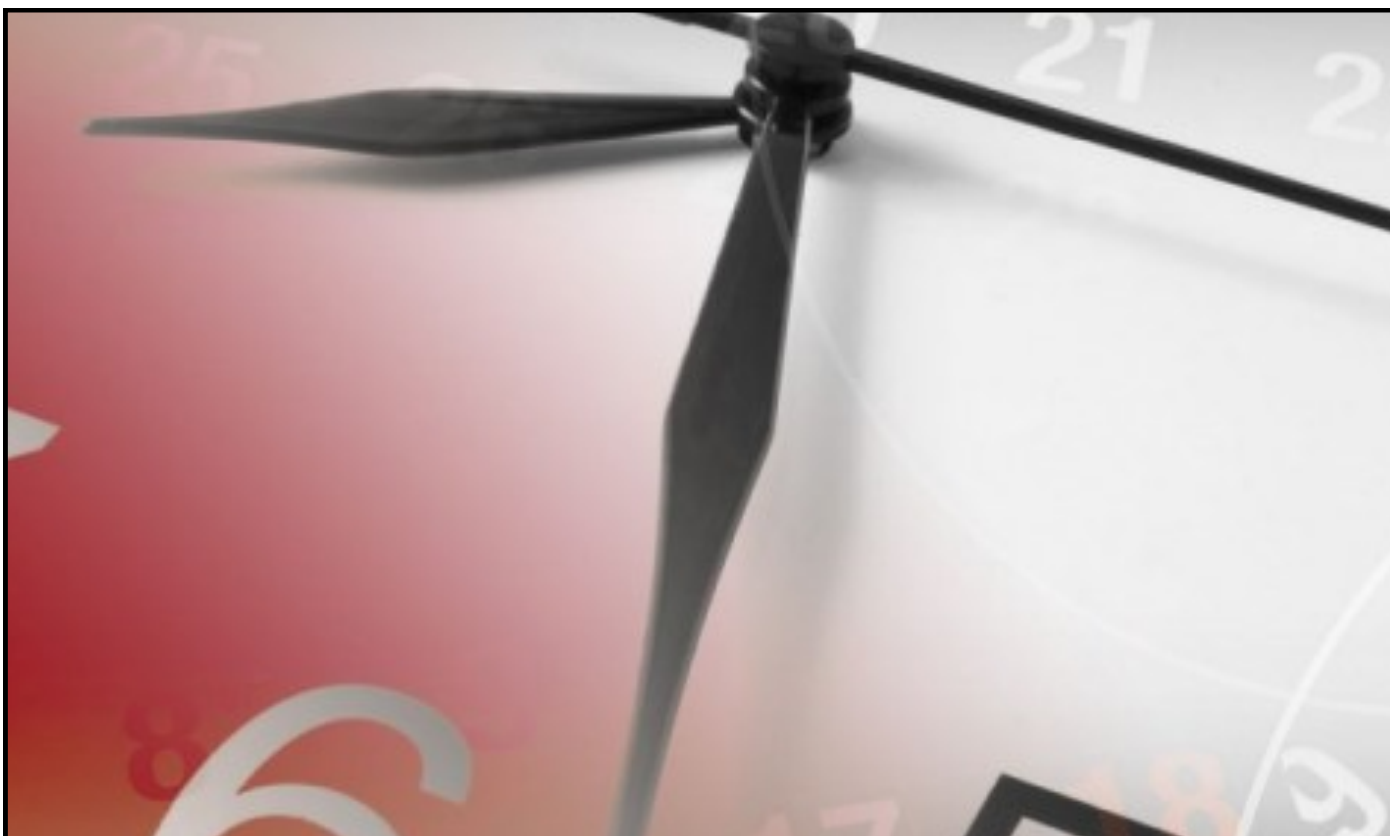


King Edward VI Northfield School for Girls

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
- ♦ 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 genuinely unwell or are able to attend school.

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

- **Examples may include:**
- **Holidays** - The law is clear holidays should not be taken during term time.
- **No uniform** - If you have any issues 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.
- **Haircut /shopping-** Anything that can be done outside school hours should not be used as a reason to miss school.



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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 or pastoral team.

When the pupil returns but no reason or letter is received, the absence will be recorded as unauthorised. Persistent unauthorised attendance may lead to a referral to the attendance legal team within Birmingham Local Authority.

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 speak with your child to find out if there is a problem emerging and what they can do to support. **If attendance falls below 95%** we will start closely monitoring the attendance of your child. Their Head of Year will contact you to discuss the concerns and offer any support that may be necessary.

If attendance falls below 90%, we will be extremely concerned. We will formally contact you to share these concerns. Without an immediate improvement we may refer the case to the appropriate authorities. Attendance will be monitored over an agreed time period. If there is still no improvement, school is required to follow the Support First process for attendance which can lead to referrals to the attendance legal team.

We will contact 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 staff member or by an Education Welfare Officer (EWO).

THE ROLE OF THE ATTENDANCE TEAM

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

The Attendance and pastoral 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.





'SUPPORT FIRST' SCHOOL ATTENDANCE

LEGAL ACTION INFORMATION FOR PARENTS

This leaflet is for only parents/carers whose child/ren's attendance has not improved following offers of support from their child's school, including a formal meeting. To avoid Legal Action being taken against you for failing to ensure your child/ren attend school regularly, you are advised of the following:

- Ensure your child attends school every day it is open, on time, escorting them into school if necessary and handing them over to a member of staff. (Please be aware your child may get an unauthorised absence mark when they arrive after registration closes).
- Contact school on the first day of every absence by 9:30am stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with: medical appointment card with one appointment entered, letter from a professional, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. (The Head Teacher will not authorise medical absence without evidence).

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

