

# Attendance Process



## **96 - 100%**

Your child has excellent attendance at school. Educational attainment is at it's best. We have no concerns regarding their attendance.

## **90-95%**

Your child's attendance is dropping and their learning may begin to be affected. You are likely to receive an attendance letter from school informing you of your child's attendance percentage. This letter will include details of how to access support to increase your child's attendance and therefore increase their educational attainment. The letter may also request medical evidence for all future illness absences. Your child's attendance will now be monitored by the Attendance Improvement Co-ordinator to ensure it doesn't drop further.

## **Below 90%**

Your child is classed as a persistent absentee. If their absence continues at this rate, their educational attainment will be seriously affected. You will receive a letter from the Attendance Improvement Co-ordinator requesting medical evidence for all future illness absences to be authorised. If your child's attendance continues to decline, you will be invited in for a meeting during which an attendance support plan will be made. If you do not attend the meeting or do not adhere to the support plan and your child has more than 10 unauthorised absence sessions (5 school days), you may be subject to a referral to the local authority for consideration of a fixed penalty notice or court action.



Here at the Meon Way Federation we are committed to ensuring all of our pupils have access to the best possible education. In order to receive this education, children must be in school. We each have a part to play to ensure your child makes the most of their education and for this reason, in line with both Government and Trust Policies, we have attendance processes in place, which you will find overleaf.

## Did you know?

- ◆ The Government's minimum attendance target is 96%.
- ◆ 90% attendance means absences from lessons for the equivalent of one HALF DAY every week! This is known as Persistent Absenteeism.
- ◆ Out of 365 days in a year, **175 days** are spent not in school.
- ◆ 90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all.
- ◆ Arriving 5 minutes late every day equates to 3 days lost over the year. 10 minutes late every day equates to 6.5 days lost.

If you would like to access support with regard to your child's attendance to school, please do not hesitate to contact our Attendance Improvement

Co-ordinator, Charlotte Osborne:

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