



Attendance

The Governors and leadership teams within the Learning First Federation recognise that attendance is an important aspect of attainment and wellbeing for all children within our schools. So that parents have a full understanding of how the school will work with families to support this, we have provided this flow chart that will be used with all families in the school.

Attendance refers to the time spent by children in school. It is recorded in two separate register marks one in the morning and one in the afternoon. Therefore, each school day has two marks of attendance. This is why some children are marked absent in the morning as they are late after the registration has finished. This is also why children who leave before the afternoon session are marked absent in the afternoon.

The school's absence target is 96.5%. The schools' attendance records for 2016-2017 were at least in line with national expectations. OFSTED will include attendance percentages in their judgements when they inspect schools.

The school records any absence daily and this information is shared with Headteachers daily. If attendance falls below 95% in a half term a letter is sent out to families making them aware of this. The school recognises that illness, medical issues or bereavement maybe responsible for this absence but letters are still sent out to all parents for their information. This initial letter is the start of the Attendance Monitoring Process. If there is no improvement in attendance there will be a visit arranged with Headteachers to discuss the issue. Until the attendance improves the process will continue to include further meetings with the Associate Headteacher and Executive Headteacher.

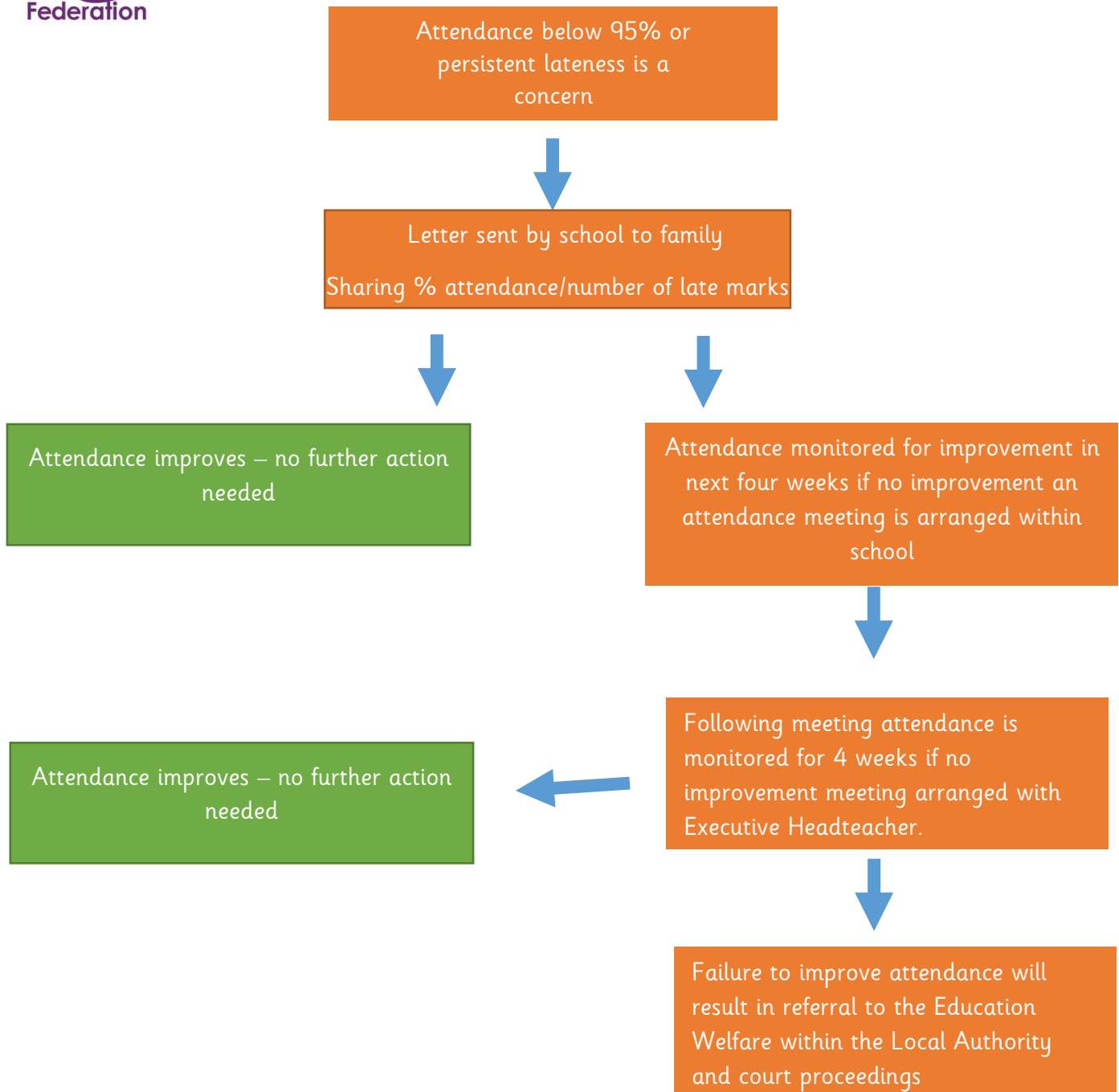
Parents should also be aware that if a child has unauthorised absence for 10 days or more in a school year, the school is required to report it to the Educational Welfare team at the Local Authority .

The reason that such importance is attached to attendance is that statistically it shown that those with poor attendance do not achieve as highly in the education as those who do attend regularly. It has also been shown that early intervention in poor attendance is most likely to be impactful.

Parents are asked to become familiar with the process so that they understand the support provided by the school for families who are struggling to enable the attendance of their children at school.



Attendance Meetings Flowchart



Attendance meetings

When the Attendance meetings happen they follow a set agenda:

- Meeting date and time.
- Register of people in attendance.
- Identification of key reason for absence.
- Outcomes wanted and why these outcomes are needed.
- How these outcomes will be achieved and the impact of these outcomes on the attendance %

