

# Let's Make our Attendance the 'best it can be'!

Our school target is **97%**.



In order for a child to fulfil their potential in education, they need to attend school regularly and punctually. Having a good education will help to give your child the best possible start in life and as you will already be aware; we expect regular and punctual attendance at our school. It is recognised that poor school attendance limits educational achievement and the future progress of young people.

Legislation states that, 'Parents have the responsibility to ensure that their children receive a suitable education, either by regular attendance at school or otherwise'. (Section 7, Education Act, 1996).

If a child is on the roll of Lobley Hill Primary School, we must monitor and review their attendance. We must act upon any concerns effectively and efficiently. The monitoring procedures we employ have a staged approach to achieve the following:

| Stage          | What does it mean if my child is at this stage?   | What happens next?  |
|----------------|---|---|
| <b>Stage 1</b> | <p>Children who have an attendance of 93% or below fall into the Stage 1 group. This is because they are close to becoming 'persistent absentees'.</p> <p>A letter will be sent out to inform parents/carers about their child's current attendance and to remind them of the importance of good attendance. This letter will state facts relating to the child's missed attendance based on the whole academic year to date.</p>                 | <p>The school will monitor your child's attendance for 2 weeks following the Stage 1 letter to ensure an improvement is made.</p> <p>If no improvement is made, your child may move to <b>Stage 2</b>.</p>  |
| <b>Stage 2</b> | <p>Following the receipt of a Stage 1 letter, children with below 93% attendance may be moved to Stage 2. A further letter will be sent to inform parents/carers.</p> <p>At Stage 2 the school may request proof of appointment or illness should this regularly impact on attendance. For example, an appointment letter/text reminder or a prescription.</p> <p>Where there is no proof of an appointment, the absence may be unauthorised.</p> | <p>There will be a feedback form for parents/carers to complete, this must be returned to the school office.</p> <p>Parents/carers may wish to arrange to speak to school about any concerns they may have about their child's school attendance. This is an option to request when filling out the feedback form.</p> <p>The school will monitor your child's attendance for 2 weeks following the Stage 2 letter to ensure an improvement is made. If not, your child may move to <b>Stage 3</b>.</p> |
| <b>Stage 3</b> | <p>If a child continues to show little, or no improvement with attendance, a Stage 3 letter will be sent home advising that they are on a 4-week monitoring period. A meeting with our Family Support Worker and a member of the Senior Leadership team or a Governor will be arranged for the end of this monitoring period to discuss how we can work together to support improved attendance.</p>  | <p>Your child's attendance will be monitored for a 4 week period. During this period 100% attendance is required unless medical evidence can be provided.</p> <p>The arranged meeting will take place at the end of the 4 week period.</p> <p>If attendance does not improve and/or absences are unauthorised your children may move to <b>Stage 4</b>.</p>   |
| <b>Stage 4</b> | <p>This is the final stage within our attendance procedures. Pupils who have not improved during the 4-week monitoring period will now be considered for referral to Gateshead Local Authority. School will make a referral to the Legal Intervention Team (LIT).</p>   | <p>This referral initiates formal legal procedures which can ultimately result in the issue of a Penalty Notice or prosecution in Magistrate's Court.</p>   |