School Attendance

Parent Guide

Birchwood Grove CP School

ATTENDANCE TEAM

Head Teacher– Ms Sylvia White
Deputy Head Teacher- Mrs H Butler
Assistant Headteacher
Mrs Argles
Mrs Holness

Telephone: 01444 242209
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Website: https://www.birchwoodgrove.org.uk/

Please also refer to the full attendance policy that can be found on our school website

Our Mission

At Birchwood Grove we believe for a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an **environment where all pupils feel valued and welcomed.**

Every child has a right to access the education to which s/he is entitled.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance

Every child matters, every day matters.

Parental home agreement

Parents/ carers AND school both have a legal duty for attendance.

It is a legal requirement for each and every child to access regular education.

The government expects:

Schools and Local Authorities to promote good attendance and reduce absence, including persistence absence

Act early to address patterns of absence

Parents to perform their legal duty be ensuring their children attend school regularly and punctually.

I need support with my child's attendance

If you need support with your child's attendance, please reach out to a member of the attendance team, or inform your child's class teacher.

FAQ's

What is PA?

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%

What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90%- we aim to offer early intervention support at this stage.

What is an FPN?

FPN stands for 'Fixed penalty notices' FPN's are issued for unauthorised absences, this includes term time holidays. INSET days and bank holidays attached to a 4 day holiday are subject to FPNs.

I'll just go on holiday and pay the fine?

FPN's have now been capped nationally at TWO fines within any 3 year period. After this, other action like a parenting order or prosecution has to be considered- this could mean a fine of up to £2500!

What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. Term time holidays is not a justified reason to take your child out of school.

What happens if I keep my child off, and don't contact school?

School will call home to try and obtain a reason for absence- if no reason is provided school

Attendance Procedures

Absence

If your child is going to be absent from school- you must contact the school office before 8:30am to provide a reason for absence.

Medical evidence

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences.

PA / risk of PA

We want to avoid children becoming 'persistently absent' (below 90%).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings.

Celebrating Attendance

Punctuality

It is important to be on time at the start of the morning and afternoon sessions and to lessons.

The gates are open from 8:35-8:45 and children expected to be in class by 8:45. If they arrive after this time (regardless of where they enter the school) they will be recorded as late. If your child arrives to school after registration closes (9:15) your child will receive an unauthorised late mark- this effects your child's attendance.

Fines / holidays

Holidays are in no circumstances authorised by school.

Unauthorised absence due to holidays will result in a fine being issued from West Sussex County Council.

What we do:

- We will let the whole school community know about attendance through an 'attendance league'. This is a fun way to show them the attendance per year group and is written in a football league style. We share this through newsletters, display and in assembly
- Positive attendance meetings (if appropriate) where a child has worked hard to improve their punctuality and attendance.

Every minute counts

'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!

Make each day count.

Always on time!	**No hours missed!**	**No learning missed!**
5 minutes late each day	**15 hours missed**	**3 days learning missed**
10 minutes late every day	**32 hours missed**	**6.5 days learning missed**
20 minutes late each day	**65 hours missed**	**13 days learning missed**
30 minutes late each day	**95 hours missed**	**19 days learning missed**

Every day counts

100% attendance	**0 days missed**	**No learning missed!**
97% attendance	**5 days missed**	**A weeks learning missed**
94% attendance	**12 days missed**	**2 weeks and 2 days learning missed**
90% attendance	**19 days missed**	**3 weeks and 4 days learning missed**
85 % attendance	**30 days missed**	**6 weeks of learning missed**
80% attendance	**40 days missed**	**8 weeks of learning missed**