

Scalby School



Attendance

Useful Information For Parents

- What to do when your child is ill.
- Everyday Counts – Attendance Facts & Figures.
- How Attendance is Managed in School.
- Legal Obligations for School and Parents.

What to do when your child is ill

We know that good levels of attendance and academic success go hand in hand, and as in all areas of school life Scalby School endeavours to maintain the highest of standards.

We accept that all students may become ill from time to time, if you consider that your child is unfit to come to school we ask you to take the following action:

Reporting Absence – Please let us know before 8.25am

Either telephone our dedicated absence line
01723 362301 and leave a message

Or send an email to
studentabsent@scalbyschool.org.uk

Or send a text message to 07860 027029

Remember to tell us:

- Your child's name
- Year and tutor group
- Date of absence
- Reason for absence

Please contact us on each day of absence, until your child returns to school

If you would like to speak to a member of staff about an ongoing illness or attendance concern please ring 01723 362301 and ask for a member of the Attendance Team, who will be happy to help you.

If you do not notify us your child's absence will be recorded with an 'N' (no reason for absence). When a month has elapsed and we have still not been given a reason for absence the code will be changed to an 'O' (unauthorised absence). This is in accordance with NYCC policy.

Medical Appointments

Whenever possible medical appointments should be made outside of school hours, however, we appreciate this is not always possible.

If your child has a medical appointment during school hours, please tell the Attendance Officer in advance. Absence from school for a medical appointment should be kept to an absolute minimum and students are expected to return to school directly following their appointment.

Punctuality

Students are expected to arrive in school in good time. The school day starts promptly at 8.25 a.m. The warning bell goes at 8.20a.m. If your child is going to arrive after this time we would ask that you let us know. Detentions are given to late students in order to encourage punctuality.

Attendance & Responsibilities – Facts and Figures

Government Research has shown that where attendance levels fall below 95% a student's academic performance and achievement is badly affected. It is therefore our aim for all our students to have at least 95% attendance or above. We set rigorous attendance targets for our students, overall, for 2014-15 we want a whole school attendance of 96% with Key Stage 3 at 97% and Key Stage 4 at 96%.

The charts show the effect of days of learning lost by absence within a school year and across 5 years at school

Percentage	Days Absent From School in 1 year	Attendance statistics over 5 years (Years 7-11)	
95	10	85-90%	Half a year off school
90	20		38 weeks off school
85	27.5	80%	This is a whole year of school missed
80	37.5		

It is the legal responsibility of parents to ensure their child attends school regularly.

Attendance of less than 95% triggers caseload working by a student's mentor, Head of Year or the school attendance team. This is a measure taken with the purpose of supporting a student in improving their attendance. We will write to you about this if it happens. The process will involve both yourself and child meeting with an Attendance Officer to see if there are any problems we can help with, to identify patterns of non-attendance, so that together we can find solutions.

Attendance of 85% or below triggers a referral to our Attendance Intervention Manager, where unauthorised absences are recorded. This process will mean a period of closer monitoring and if attendance does not improve, legal action will follow. This will be carried out in association with the Scarborough Area Prevention Service, who will provide an Attendance Enforcement Officer to work on the legal aspects of your case.

If your child has a medical condition, a prolonged illness or injury, please ensure we are aware. In some cases we may ask for medical evidence of this in order to authorise absence. Once we have these documents there are a number of things that school can do in order to support your child so that they do not fall behind. This could include a package with a reduced hours timetable, placement in our Impact Centre or off site tuition.

Attendance Registers are legal documents.

Only school can authorise absences. This covers:

- Illness – we may occasionally ask for a doctor's note to confirm this.
- Emergency dental/medical/hospital appointments.
Please make routine appointments after school or in the holidays.
- A day of religious observance.
- Family bereavement.
- Attending a college or work placement or interview.

Examples of unauthorised absence would be:

- Looking after members of the family
- Persistent minor ailments without the support of a doctor's note.
- Birthdays

- Holidays – which also incur a fine by the Local Authority. These cannot be authorised under any circumstances. Parents should write to the Head teacher explaining the exceptional circumstance that necessitates a term time holiday. You may be asked to provide evidence to the Head Teacher. If a holiday is taken in term time then each parent within the household will be issued with a £60 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.

Persistent Absenteeism

The level at which a student is considered a persistent absentee is changing from September 2015.

This is a Local Authority definition of all students who have absence of more than 10% within a school year, or where actual attendance is 90% or below. This will mean that they have missed 38 sessions (half days) in a full school year. At this point we are obliged to begin attendance monitoring, carried out by our Attendance Intervention Manager.

In order to reduce the number of PA's the school has several periods of intense focus on attendance centred around the 85-90% mark. Anyone who has missed over 14 sessions, 7 days over the first term and is currently below 90% is at risk of becoming PA by the end of the year. The Attendance and Head of year team work closely together during these 'PA countdown' events to alert parents to the possibility of their child becoming a PA, so that all parties can work together to identify any issues and together, help to solve them.

The progress of students and the outcome they can achieve when leaving school is heavily affected by low attendance. We want all of our students to achieve.

Attendance – The Good News

Staff at Scalby School have a rigorous approach to encouraging high attendance within school.

- Attendance is discussed daily in mentor groups who hold 'league' competitions.
- There are coloured displays in mentor rooms and around the school showing pupils' attendance marks.
- Students who have full attendance are rewarded with vivos, mentioned in Assemblies and publicly praised according to their age group.
- In year's 9 and 10 pupils with 100% weekly attendance are entered into a prize draw with gift vouchers for up to £25 as the prize.
- In Y11 high attendance makes students eligible to attend the Year 11 Prom and take part in a reward trip to Xscape in school time.
- There are special surprises and treats at the end of the academic year for pupils from other year groups who have maintained 100% attendance throughout the year.

It is our aim that all students are aware of their own attendance mark, understand what that means in terms of sessions and days in school and the importance of excellent attendance in achieving their goals.

Our attendance target for students in this school is to be 96%, we will continue to work proactively to help and support students and parents to achieve this.