



**Key Issue : To improve attendance across school to meet National Expectations or better.**

**Success Criteria:**

- Raise attendance levels to **96%** or over from 95.4% (2015), 95.7% (2016), 95.8% (2017)
- Reduce persistent absentees to under 8% from 12% (2016) , 8.1% (2017)



## Attendance Priority

We have an attendance target of 96%

Please help us to improve our attendance and reach our target by:

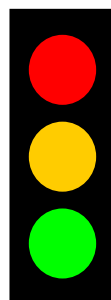
1. Making sure your child is in school every day and on time.
2. If your child is unwell let us know so that we can record the reason correctly.
3. If your child has a medical or dental appointment please bring us proof ( card or appointment letter)
4. Holidays in term will not be authorised in any circumstance.
5. If you do need leave of absence for any reason please discuss this with the Head Teacher and complete a "Leave of Absence Request" form.
6. Extended leave of absence will not be granted in ANY circumstance.

If you have concerns regarding your child's attendance please contact the school on Tel: 0191 2851350 or the Attendance Officer Claire Gardner on 07506221434

### How we will help you

Each term we will send you an update on your child's current attendance. This will have a percentage and will be shaded green, yellow or red to match our "Traffic Light System".

### Traffic Lights



Red – Danger Zone - **Below 90%**

Amber – At Risk Zone – **91% - 95%**

Green – Safety Zone – **96% - 100%**



## Green Zone -96%+

Your child's attendance is good and above school target-Well Done!

## Yellow Zone-90%-95.9%

1. The school attendance officer will contact you and discuss any issues.
2. Attendance officer and school will offer support.
3. Your child's attendance will be monitored each week- we hope to see an improvement.
4. You may be invited into school or have a home visit from the attendance officer.

## Red Zone –below 90%

1. Attendance officer will monitor attendance for 2 weeks. Parents will be asked to attend a meeting in school and a parent contract will be drawn up. Attendance will be monitored for a further 2 weeks.
2. If attendance does not improve a 4 week monitoring period will be carried out by the local authority officer. Following this a Fixed Penalty Notice may be issued.

## What does “Persistent Absentee” mean?

This means your child's absence equates to 10% or more of their possible sessions. This means your child misses 38 sessions at any point in the school year. A day is classed as 2 sessions. Your child only needs to miss 5/6 school days a term to fall into this category. Your child's attendance record goes through school with them.

## What do we do to support children?

1. We work with families and children to ensure attendance is good. We offer the support of the school staff, an attendance officer, school health, a family support worker and a counsellor.
2. We inform you each term about your child's attendance or if any issues are arising.

## Rewards at School

Children are rewarded for good attendance in a number of ways.

### 100% attendance



1. 100% each term – your child will choose a book from our Attendance trolley.



2. 100% all year is celebrated with a Strawberry picking visit to Brockbushes farm at Corbridge.

## Weekly attendance

Attendance is shared each week in our Golden Assembly.

Please look at our attendance information and leaflets regarding attendance and help us reach our target.

If you need any advice help or support please contact:

School office: 0191 2851350  
Attendance officer 07506221434

## Frequently asked questions

If my child has a medical / dental appointment is this classed as an absence?

Yes if we have proof it is an authorised absence. Please try to make appointments outside the school day, but we realise this is not always possible.

My child cannot get 100% due to medical condition that requires frequent hospital visits.

When we work out the 100% we take into account those medical appointments (as long as we have proof).

What is the difference between an authorised and un-authorised absence?

Authorised is genuine illness, medical, visit

Un-authorised – where no proof is given or not a valid reason

Please help us to reach **96%** attendance





# North Fawdon Primary School

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