



## Attendance Leaflet

### Information for Parents and Carers

We use the following percentages to  
classify our attendance:

98%+ Outstanding

95% - 97% Good

90% - 94% Poor

Below 90% Unsatisfactory – officially  
'persistently absent'.



If your child attends school between 95% and 100%, they have the potential to achieve their best, educationally and socially.

- 95% = 9 days absent (approx. 2 weeks) = 50 missed lessons
- 90% = 19 days absent (approx. 4 weeks) = 100 missed lessons
- 85% = 29 days absent (approx. 6 weeks) = 150 missed lessons
- 80% = 38 days absent (approx. 8 weeks) = 200 missed lessons

### Illness Guidance ...

Being ill may prevent your child from coming to school, **but**, if they can get out of bed and play or enjoy TV, they should be in school. Coughs and sneezes are not an excuse to miss school and feeling tired is not an illness.



Looking after your child is very important to us and we will of course contact you if we feel they should be at home.

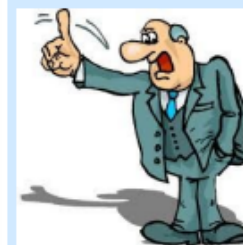
If your child's attendance falls below 90% due to illness, we will ask that you provide a doctor's certificate to verify absences. If this is not provided they will be classed as unauthorised.

### What the law says ...

As a parent, ensuring your child's regular attendance at school is **your legal responsibility** and permitting absence from school without **good reason** is an offence and may result in referral to the Education Welfare Service, the issue of Penalty Notices and fines and eventually prosecution.



### What the government says ...



New government guidelines state that attendance figures of **90%** or less is classed as '**persistent absence**'.

The government expects that in order to reach a child's full potential, they must attend school for a minimum of 95% of the year.



## ATTENDANCE CONCERNS

We follow Birmingham's 'Fast Track to Attendance' guidance

Early Help support is offered in the first instance

School attendance review meeting (SARM) with the head teacher, where the potential for legal intervention is made clear

If attendance still does not improve, the head teacher will work with Birmingham Local Authority on legal intervention



We understand that there can be tricky times and so we offer our full support with any attendance issue ... keeping us in the loop is the key.



If there are problems, we will do everything that we can to make attending school as simple as possible whilst ensuring your child is happy and reaches their full potential.



If there are ever any problems, please do not hesitate to come and see us



### Attendance rewards:

- Attendance cup awarded weekly
- Classopoly attendance game
- Termly raffle for each key stage
- Badges awarded for 100% attendance each term
- Termly prize for best attending class
- Special mentions on the weekly newsletter

## Summary of Attendance Policy:

At The Orchards, we expect children to attend school every day, as long as they are fit and healthy enough to do so.

If your child is not well enough to attend school, we expect a parent to contact the school office as soon as possible giving a specific reason for the absence.

Because we have a duty of care for safeguarding your child, we will contact you if we do not receive a call on a daily basis to ensure we know your child is safe.

## Leave of Absence ...



The Department for Education made changes regarding Leave of Absence during term time.

Leave of Absence is not permitted during term time unless there are '**exceptional circumstances**'.

Taking a Leave of Absence without prior discussion or consent will result in an unauthorised absence.

Ring the office on:  
0121 464 4302

Please give your child's full name and reason for their absence.

Ring on each day of the absence.

