

JQA Parent-Friendly Guide to Attendance

Why is attendance so important?

- Attendance is a legal requirement. Both parent(s) are legally responsible for ensuring their child attends school regularly.
- For every 10% that attendance drops, the final examination grade drops by 1.
- Nationally only 10% of students with poor attendance achieve 5 GCSE / Level 2 qualifications at grade 4+ / Pass + compared to over 60% of students with good attendance.
- Nationally 21% of students with poor attendance leave school with no qualifications compared to 3% who have regular attendance.
- If your child 5 minutes late every day to school this means around 3 ½ days of education are missed.

THE FACTS – Did you know.....?

If a child misses	that equals...	which is...	and over 13 years of school that's...
1 day per fortnight (90% attendance)	19 days per year	≈ 4 weeks per year	Nearly 1 ½ years
1 day per week (80% attendance)	38 days per year	≈ 8 weeks per year	Over 2 ½ years

- Our whole school attendance target is **96%**. This equates to having no more than **8** days of absence for the whole academic year.
- We do appreciate that children on occasions are unwell and are therefore absent from school. In the event of your child being absent, please ensure that you call the absence line by 9.00 am on 0121 7297220 option 1. Please state your child's name, form group and reason for absence. You must repeat this process until your child returns to school.
- To avoid Legal Action being taken against you for failing to ensure your child/ren attend school regularly, you are advised of the following:
- Ensure your child attends school every day it is open, on time, escorting them into school if necessary and handing them over to a member of staff. (Please be aware your child will get an unauthorised absence mark when they arrive after registration closes at 9.05am.
- Contact school on the first day of every absence by 9.00am stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with: medical appointment card with one appointment entered, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence.
- If you need any support in managing your child's attendance please contact Miss Sparg or Miss Hinz – 01217297220 option 4
zsparg@corejewelleryquarter.academy / khinz@corejewelleryquarter.academy

FAST-Track to Attendance Process Flowchart

Your child has a concerning level of absence either authorised or unauthorised.

Step 1 – You will be invited by the Attendance Officer/ Head of Year or Year Group Co-ordinator to have an informal meeting. During the meeting, we will complete an Early Help Assessment to look at ways to support you and your child in improving their attendance.

Your child has a further session of unauthorised absence (A missed AM/PM mark).

Step 2 – You will be invited by the Attendance Officer to attend a formal meeting called a SARM. In this meeting targets will be set around your child's attendance and an action plan will be put in place.

Your child has a further session of unauthorised absence (A missed AM/PM mark).

Step 3 – Each parent/carer will be sent a "Formal Warning Notice" with an up-to-date copy of your child's attendance and a leaflet with information about attendance.

Your child has 10 further sessions of unauthorised absence since the Formal Warning Notice was sent. This equates to 5 days of absence

Step 4 – The Attendance Officer will make a referral to the Education Legal Intervention Team who will review the case and decide whether to issue a fixed penalty notice. Penalty Notices are issued to both parent(s) separately for each child.

Information about Penalty Notices

- **Section 23(1) Anti-Social Behaviour Act 2007:**
Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. *The amount of the penalty is £60.*
 - *If this is not paid within 21 days the amount rises to £120.*
 - *If not paid within 28 days the Local Authority may prosecute* under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.
- **Section 444(1) Education Act 1996:**
"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."
 - *The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.*
- **Section 444(1A) Education Act 1996:**
"If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence."
 - *The court can fine you up to £2,500 per child and/or sentence you to a period of imprisonment of up to 3 months, and order payment of the prosecution costs.*

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- 'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

These prosecutions are criminal proceedings and could result in you having a criminal record.