

12th September 2023



Attendance reminders

Good attendance is very important so that children are given as much opportunity as possible to develop academically and socially. When children are absent from school, they often find it difficult to catch up on the work they have missed and can feel unsettled by this.

Below is an illustration of how school absence can affect your child's ability to access the curriculum.

Above 97%	Above 97%. Less than 6 days' absence a year: Excellent attendance! Pupils with this attendance should have access to the majority of the taught curriculum.
95% and below	95%. Less than 10 days' absence in a year: Attendance has room for improvement. Pupils with this attendance are likely to access the majority curriculum but will miss out on important educational experiences.
90%	90%. 19 days' absence over the year: Pupils with this attendance are missing <u>1 month</u> of school per year and will miss key curriculum areas; it will be difficult for them to achieve their best.
85%	85%. 29 days' absence in a year: These pupils are missing <u>6 weeks</u> of school per year, it will be very difficult for them to access the curriculum and achieve
80% or below	80%. Pupils with this attendance are missing the equivalent of <u>1 day for every week</u> of school. It will be almost impossible to access all of the curriculum.

There are a range of measures in place to respond to falls in attendance. If required, the school will:

- Write to you advising you of your child's attendance level if it falls below 96%.
- Request medical evidence to authorise absences if your child's attendance has fallen below 90%.
- Invite you in for an Attendance Review meeting to seek ways to support you and your child.
- Carry out home visits when appropriate including 'safe and well' visits of a pupil has been off for a number of days.
- Seek support from the Local Authority which may lead to enforcement action being taken.

In line with the Our Lady of Lourdes Multi-Academy Trust Attendance Policy, and alongside Nottingham City Council's Education Welfare Service, we will endeavour to work with parents in order to support children whose attendance has dropped to a concerning level (90% or below). An Education Welfare Officer from the City Council works with our school and attends Attendance Review meetings. The collaboration has resulted in the appropriate support and advice being given to families regarding their attendance responsibilities, sign-posting to health and support services and an overall improvement in attendance. By supporting families first, and working together, enforcement action may be avoided.

With this in mind, you can support the school and your child to achieve attendance targets by:

- Make sure your child attends school daily and on time.
- Contacting the school on the first morning of absence via telephone or using the Arbor in-app messaging system by 9am.
- Informing the school of any problems that may impact your child's attendance, punctuality and learning.
- Arrange routine medical appointments outside of school time. If this is not possible, please bring your child in prior to their appointment and ensure they return afterwards.
- Ensure children are ready for school by having good morning and bedtime routines.
- Consider bringing your child into school if they are feeling under the weather. School will contact you if they need to go home.

Last year, the school received a large number of requests for their child to have time off during term-time, mainly for holidays. Please note, that fines will be issued to those of you who choose to take your children out of school during term time without authorisation, subject to criteria set by Nottingham City Council. **Can I remind you that absences will only be authorised where the circumstances are deemed to be exceptional.**

Mrs E Webb

Education Welfare Officer – St Teresa's