



Shavington Academy and Attendance

Why is attendance so important?

Regular attendance at school will impact on your child's academic progress-pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves pupils vulnerable to falling behind. Pupils with poor attendance tend to achieve less in both primary and secondary school.

Research indicates that there is a direct link between poor attendance and poor achievement. Shavington Academy has a minimum target of 96% attendance for every child. A pupil who has only **90% attendance** misses almost **4 weeks of school every year**. That's over 100 hours of learning lost. If young people do not attend school regularly, they will experience difficulty in keeping up with their studies. In addition, they also miss out on the many activities and opportunities that we offer at Shavington Academy that support the curriculum and nurture their growth into young adults. Pupils who do not attend school regularly are at a greater risk of becoming involved in crime or becoming a victim of abuse.

Shavington Academy believes that regular school attendance is the key to enabling pupils to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

A pupil's attendance will directly affect their achievement in school. Evidence shows that a pupil's progress and attainment is affected if their attendance falls below 90% and statistics show that if pupils miss just 17 days (34 sessions) of school, their GCSE attainment is likely to drop by an entire grade.

It is important that we help our young people to get into the good habits that they will need in the workplace. Excellent attendance and punctuality are essential in their future employment and we regularly receive requests from potential employers for references regarding attendance and punctuality. Pupils who develop a poor pattern of attendance and punctuality will be monitored by the Attendance Team and you may be invited into school for a meeting. As a parent/carer, you are legally responsible for ensuring that your child attends school regularly and is punctual. If you fail to ensure this, you are committing an offence under the Education Act (1996) which may lead to a fine of up to £2500 and/or a prison sentence.

If a pupil does not attend school or is not taking part in an approved educational activity, they are classed as ABSENT from school. This means that if your child is off school for any reason, even if they are ill or have medical permission to be off school, they will be marked as ABSENT.

100% attendance is 190 days in school.

8 days of absence is 96%.

12 days of absence is 94%.

19 days absence is 90%.

29 days absence is 85%.

38 days absence is 80%.

47 days absence is 75%.

Please note: Even if an absence is authorised, percentage attendance is still affected.

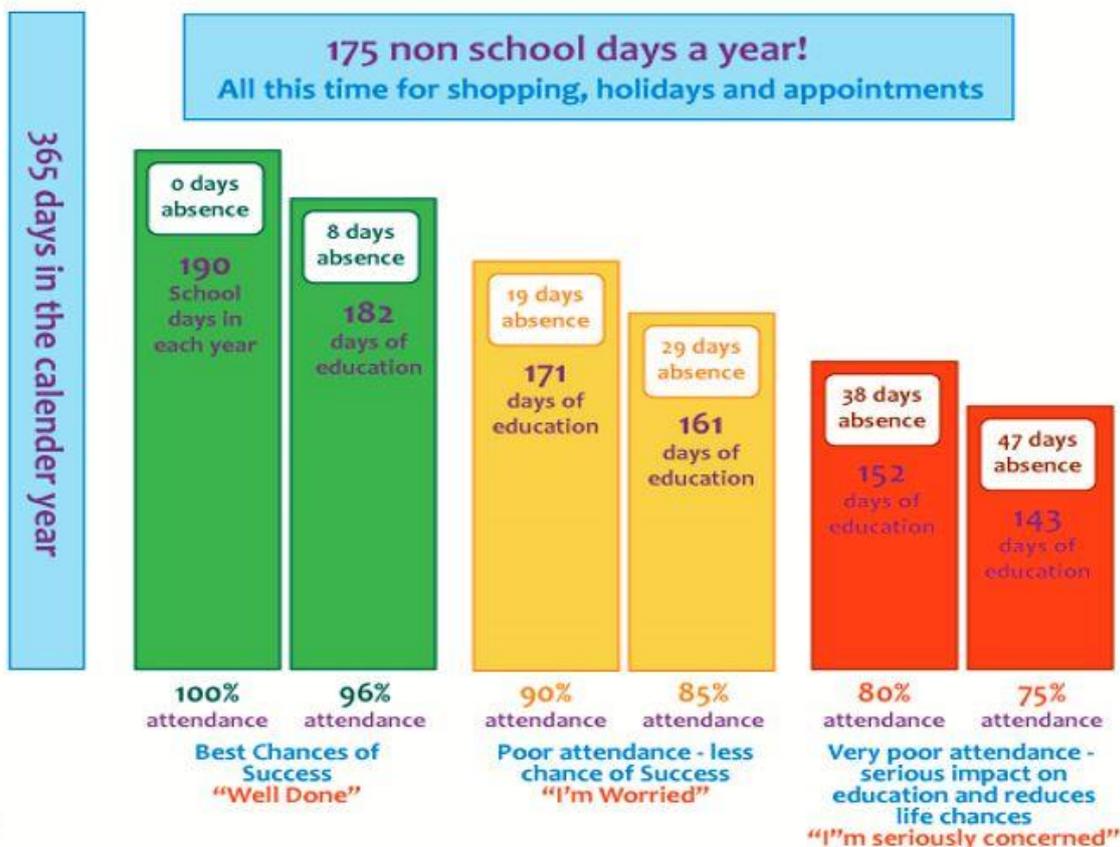
We ask parents/carers not to keep their child off school unless the absence is absolutely unavoidable. Where this is the case please can parents/carers:

- Contact school on the first morning of absence by 8.30 a.m. to provide a reason for absence.
- Contact the school each day of absence until your child returns to school.
- Work with the school and any other agency to resolve any difficulties which may affect regular school attendance.
- Provide medical verification for any absences exceeding 5 days (10 sessions) or more

Where absence is unavoidable, the school is very happy to ensure that work is provided so that your child does not fall behind in their progress. You will need to contact your child's Pastoral Leader to arrange this.

Good Attendance Means...

being in school at least 96% of the time. This means 8 Days Off!



What is classed as Persistent Absence?

Persistent Absence is classed as any absence that equates to over 10% of the academic year at any given time. Any pupil who appears on the persistent absence list may be monitored formally by Cheshire Easts ACOOS Attendance Services. The thresholds are set out below:

- Close of first half-term: 3.5 days in total
- Close of 2nd half-term: 7 days in total
- Close of 3rd half-term: 10 days in total
- Close of 4th half-term: 12.5 days in total
- Close of 5th half-term: 15.5 days in total
- Close of 6th half-term: 19 days in total

Leave of Absence

The Education Regulations 2013 states that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. In exceptional circumstances the school will consider a request for leave of absence for one period of absence only. Weddings and family events are not classed as special or exceptional circumstances. You will need to request leave of absence by letter at least six weeks prior to the proposed date of absence. This will still impact on attendance.

Holidays in term time

As you would expect, we analyse the progress of all of our pupils, both whilst they are in school and once they leave. A strong pattern that we see throughout is that children who miss school do not do as well as others, and do not make the progress of which they are capable. This is because the lessons that they would have been involved in provide the opportunity for discussion, and misconceptions to be teased out through question and answer sessions. Even with a commitment to 'catch up' work, classroom oracy cannot be replaced.

Examination results are not everything, I think we can all agree. Unfortunately, absence also impacts a child's friendships, and routines, which can lead to a child feeling less confident in school, following their absence. This, in turn, can lead to further periods of absence, with the detrimental effect it brings.

Our stance is that fourteen weeks are available for family holidays, and a decision to take additional days holiday is something that we find concerning. For this reason, we only approve holidays in term time, in very rare, exceptional circumstances. We co-operate with the Local Authority on issuing Fixed term Penalty Notices, and court orders. We are unable to provide catch up lessons and additional resources for absences that are unapproved.

If you would like forms requesting for your child a period of absence or to have medication administered in school, can you please contact the school directly on 01270260717 or email: lthompson@shavington.academy .

The Attendance Support Team

We have a dedicated team of staff at Shavington Academy who work on attendance; Mr Chell, Assistant Headteacher works closely with the attendance officer, Mrs Thompson, Pastoral Leaders and when appropriate Cheshire East ACOOS Attendance services to scrutinise our attendance data daily, weekly and half termly.

As you would expect, we have very high standards and are committed to all our pupils making maximum progress. The attendance staff are always happy to offer advice and support to pupils, parents/carers and families on effective strategies for maximising attendance. If you would like more details, please do not hesitate to contact your child's Pastoral Leader.

What can parents/carers do to help?

It is important that you inform us of any medical or emotional issues that may be affecting your child's attendance to enable us to offer the appropriate support. If you suspect that your child is experiencing any problems or issues at school that may be affecting their attendance, please make contact with us as soon as possible either via email (lthompson@shavington.academy) or contact school on 01270 260717. This will alert us to any problems and help us to work with you towards resolving any issues. It is important that your child understands that you are working with the school to ensure that there are no barriers to learning and that you **do not condone absence**. It is important that you endorse the school's rules on **punctuality, attendance and dress code** with your children. Late arrival to school will result in your child being set a detention.

If your contact information changes, please do contact us as a matter of urgency to ensure that we have the most up to date information.

Pupil responsibility

- Aim for 100% attendance
- Follow the dress code set by Shavington Academy, also listed in our parent handbook
- Be punctual to all lessons
- Be equipped and ready to learn
- Visit the toilets at break time and lunchtime only, not during lessons, unless there is a medical reason, for which you will be issued with a pass
- In case of lateness, report to main reception to sign in and provide a note from home with an explanation for the late arrival to school or ask your parent/carer telephone Main Reception, with a reason for the lateness