



Trinity Church School

Woodborough Lane, Radstock BA3 3DE

Telephone 01761 438650

Executive Headteacher: Michelle Parsons NPQH. M.A., B.Ed(Hons)

Attendance Expectations

The progress and learning of all our pupils in school is very important to us. In order to achieve this, regular attendance is imperative. We work closely with the Trusts Educational Welfare Officer who monitors attendance constantly to ensure that a high level of attendance is maintained. We will be monitoring individuals including those who are persistently not in school on Mondays or Fridays and at the beginning and end of school holidays.

Below is a table showing our procedures relating to attendance.

Descriptor	Threshold Attendance	Actual Attendance	Whole Days Absence	Learning hours Lost
Excellent	100%	190	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Becoming unsatisfactory – Identify pupils of concern and send letter one	>96%	180.5 days	9.5	47.5
Cause for concern – Pupils will be referred to the Educational Welfare Officer for attendance below 93%	93%	176.5 days	14	70
	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
	86%	163 days	27	135
Serious Cause for Concern	85%	161.5	28.5	142.6
Refer to legal Panel	84%	159.5	30.5	152.5

Attendance that falls below 96% will be followed up with an initial letter which states your child's current attendance data. If a further fall is noted when monitoring the attendance, a follow up letter will be sent and if required a meeting with myself arranged. Any pupils falling below 93% attendance could be referred to the Educational Welfare Officer (EWO) which will result in them contacting you to discuss the concerns raised.

It is equally important that all pupils arrive on time for the start of the school day. There is less chance of success if pupils are late for school. It is not only disruptive to themselves but also to their peers, negatively impacting on the learning for all. Only 15 minutes late each day adds up to two full weeks of education lost in one academic year. Persistent lateness is also monitored by the Education Welfare Officer and a fixed penalty notice can be issued by the Local Authority. If your child has been absent for more than 3 consecutive days or their attendance is low you may be asked to provide confirmation that you have consulted a GP/pharmacist.

School holidays in term time will **NOT** be authorised unless in exceptional circumstances. As a school we are obliged to inform the Local Authority if an unauthorised holiday is taken, and they will decide if a penalty notice is issued. Fixed penalty notices are issued to **each adult** with parental responsibility per pupil.

We realise that sometimes absence or lateness is unavoidable but this should be a rarity and not become the norm.

We thank you in advance for your co-operation.

Mrs Parsons
Executive Headteacher