

## Please Note:

- Be aware of the label 'Persistent Absentee'. You will be asked for evidence for all absences if your child exceeds 10% absence and is named as a Persistent Absentee. This is recorded by the Local Authority and the Department for Education and reported to governors.
- Absences during term time will not be authorised by the Head Teacher unless there are exceptional circumstances. Absence for holidays and 'family occasions' will not be authorised, and school are obliged to refer these to the School Attendance Team for consideration of a Penalty Notice.
- We understand it may be unavoidable to miss periods of school due to chronic illness, treatment and/or recovery periods. In this circumstance, Springfield will work with you to explore ways in which missed work can be caught up on a case-by-case basis.

### What The School Attendance Team (SAT) Do

School have a statutory duty to share attendance data with the School Attendance Team, who monitor all aspects of attendance including Persistent and Severely Absent pupils. As a school, we will always look to provide support to families to help improve attendance before legal action is taken. However, if support is not being engaged with, the SAT may write to you with a Notice to Improve, and could issue a Fixed Penalty Notice to each parent if your child's attendance does not improve within their 30 day monitoring period. This process is initiated if your child has had at least 5 days of unauthorised absence. You may also receive a Fixed Penalty Notice if you take an unauthorised holiday during term time. A warning is not given in this case. The School Attendance Team can be contacted directly on 023 92841419.

## School Contacts

Parents are legally responsible for their child's attendance at school. However, the school is experienced in all matters relating to attendance and we are happy to listen, advise and support you to meet that responsibility. We have an experienced team in school, and access to a range of other specialist agencies.

- **Attendance Assistant** on the dedicated absence line: (023) 92711808
- Or attendance email: [attendance@springfield.uk.net](mailto:attendance@springfield.uk.net)
- **Tutor/Head of Year/Mrs Mounteney** on (023) 92379119
- **Welfare, Mrs Evans** on: (023) 92711801
- **Email:** [contact@springfield.uk.net](mailto:contact@springfield.uk.net)



# Attendance



## Every Day Counts

[www.springfield.uk.net](http://www.springfield.uk.net)

# How can Parents Help?

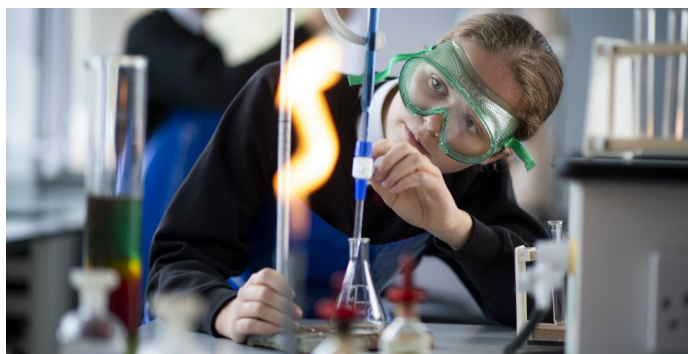
- Contact the school every day by 9:00 to report if your child is absent to the dedicated Attendance contacts either by telephone, or email.
- Provide medication for pupils to take before or in school so that they can still attend. There is a medication form available to download off the school website. Please complete this form and return it to the Welfare Office along with the medication.
- Avoid booking medical appointments within school hours wherever possible. If unavoidable, school will require evidence of an appointment in order to authorise this absence (Appointment card, screenshot of appointment message etc.).
- Make use of ClassCharts to monitor your child's attendance and punctuality.
- Ensure that all absences are acceptable and not for birthdays, looking after siblings, shopping, for example.
- Provide medical evidence for any medical absence where possible. Appointment cards, prescriptions, doctors' and pharmacists' notes all count as evidence. This will support you if your child's attendance drops below 90% and is placed on the LA Persistently Absent list.
- Speak to your child's Tutor if you have any concerns about attendance or punctuality.
- If you have any questions or concerns around attendance and would like some further information or support, please contact Mrs Mounteney our Attendance Manager, who will be happy to help: (02392) 379 119

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

# The Statistics

Pupils who achieve well and progress well, attend well. Good attendance at school has proved to be an important indicator of a child's well being and enthusiasm for learning.

100%	<b>OUTSTANDING</b> BEST CHANCE OF SUCCESS
98%	<b>GOOD</b> Very good chance of meeting at least expected grades
95%	<b>REQUIRES IMPROVEMENT</b> Less chance of success - 50 hours of lessons missed
90%	<b>SERIOUS CONCERN</b> Less than 50% chance of achieving expected grades
<b>BELOW 90%</b>	<b>UNACCEPTABLE</b> Less than 30% chance of achieving expected grades



# What the School will do

- Complete daily registers, and contact you for information if we have not heard from you on the first day of absence and every day thereafter.
- Offer support from school staff if you are experiencing difficulties with your child's attendance.
- Record attendance, unauthorised absences and Persistent Absentee status on pupil reports.
- Contact you if your child's attendance is becoming a concern or they are at risk of becoming a Persistent Absentee.
- Work with you to improve your child's attendance, for example, Attendance Action Plans, Health Care Plans, frequent meetings.
- Make referrals to external agency support when complex attendance barriers are identified.
- Alert you if your child's attendance slips to 95% in order to provide early support to secure improvement.
- Request evidence of appointments for any medical appointments within school hours e.g. Dentist, Orthodontist, and GP appointments.
- Share data with the School Attendance Team to intervene on our behalf if attendance does not improve.