



Guidance on

# Attendance

for Parents, Carers and Families

September 2015

Derbyshire County Council and Brackenfield School take students attendance very seriously. There is a clear link between good attendance and achieving well at school. We want to enable our students to achieve their full potential, but in order to do this, we need parents, carers and families to promote good attendance.

Brackenfield School is aiming to achieve local Derbyshire averages for attendance, which are currently 95.24% for Primary pupils and 93.71% for Secondary age pupils. This is a realistic expectation for the majority of our pupils. However, we do understand that some pupils will need to attend medical appointments and be more susceptible to illness.

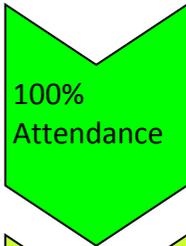
### **Persistent None Attendance (PNA)**

A persistent none attender is a student who attends school less than 90% of the time. This means that Brackenfield School will challenge any attendance that drops below 92% in order to prevent this stage being reached. Attendance at this rate could affect a child's progress. Persistent None Attendance may require a referral to the Multi Agency Team. It can be from this referral that the Local Authority may seek to take legal action and issue fines.

### **Lates**

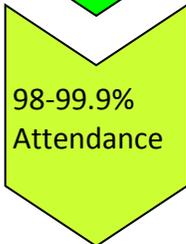
We understand that our pupils who have transport provided do not have control over their arrival time. However, when parents, carers, families or students are responsible, they will be challenged over late arrivals.

## What action we will take.



### **Excellent attendance!**

Certificate awarded in assembly at the end of half terms.



### **Well Done! Almost there!**

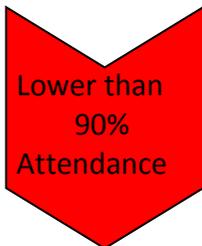
Certificate awarded in assembly at the end of half terms



### **Attendance below regional and national averages**

Parents/ carers contacted by letter, if no response contacted by text asking parents to contact school to discuss our concerns.

School may seek advice and possible referral to EWO and/or School Nursing Team.



### **Persistent None Attendance**

Parents / carers contacted by letter, if no response reminded by text to arrange a meeting.

School will seek advice and possible referral to EWO and/or School Nursing Team.

## **What we expect from Parents / Carers**

Students must be in school, unless they are too ill and / or contagious.

If your child is off with sickness or diarrhoea they must be symptom free for 48 hours before returning to school.

You must telephone school on the first morning of the absence. You should state the reason for the absence, whether medical advice is being sought and the estimated time of the absence. If the absence extends longer than originally indicated, a further phone call to school is required

Medical appointments should be made out of school time wherever possible. If an appointment has to be in school time, the time lost must be kept to a minimum. For example, a dental appointment should not take all day. School may request to see medical appointment cards.

Holidays should be taken out of school time. It is not a parental right to take their child out of school for holidays and we are not able to authorise these

If there is a planned absence, permission should be sought, at least 2 weeks prior, from the school. Application for a Childs Leave of Absence forms are available from the school office. This can only be granted in exceptional circumstances.

**Office Number 0115 9733710**  
**Answer phone is always on out of school hours.**