



One Page Attendance Policy Guide

At Geoffrey Field we expect all children to have at least good attendance.

Our definition of good attendance is simple:

- **Being in school regularly**
We class good attendance as 96% or above.
This means children being in school for at least 182.5 days out of the 190 school days a year.
- **Being on time every day**
This means being in school by 8.40am every morning.

Our aim is to work in partnership with parents/carers to ensure good attendance for their child. Where a child's attendance is of a level of concern we want to have open and honest discussions with parents/carers about in-school and out of school barriers, medical or SEND needs that may be affecting attendance and support the pupil and parent/carer to find solutions to these.

Parents/carers have a legal duty to ensure their child attends school regularly. This means their child must attend and be on time every day that the school is open, except in a small number of allowable circumstances such as the child being too ill to attend or being given advance permission for an absence by the school. Parents/carers must notify the school with a reason for any absences. Parent Mail App Tel: 01189 375475 email: absence@geoffreyfield-jun.reading.sch.uk

Parents/carers can only apply for absence during term time in exceptional circumstances. We do not authorise holidays, extended visits overseas or study leave for entrance exams in term time. Fixed penalty notices may be issued for absences of 15 sessions (7.5 days) in a school year.

Attendance	Days learning missed	Parent action	School action	Local authority action Attendance Support Team
98% - 100% Excellent attendance	0 – 4 days	Continue sending child to school regularly	Celebrate attendance	No involvement
96% - 97% Good attendance	4.5 – 7.5 days	Continue sending child to school regularly	Celebrate attendance	No involvement
94% - 95% Cause for concern Attendance below good level expected	8 – 11.5 days	Ensure child is in school regularly Consider school offer of support	<u>Early Intervention</u> Concern letter home Offer of support	No involvement
90% - 93% At risk of Persistent Absence	12 – 19 days	Ensure child is in school regularly Meeting with Mrs Burton Attendance contract Engage with offer of school support	<u>Early Intervention</u> Amber letter home Meeting with parent/carer Focus on barriers to attendance Facilitate early help support from external agencies	Notified if attendance continues to be a concern and parent/carer does not engage with school support
Below 90% Persistent Absence	20 or more days	Ensure child is in school daily Attendance Panel Meeting with Mrs Burton and EWO Engage with formal support offer from school and local authority	<u>Targeted Intervention</u> Red PA letter home Support to remove in school barriers to attendance Referral to Education Welfare Service Weekly monitoring + contact with parent/carer	Letter home or home visit Facilitate early help from external agencies to remove out of school barriers Formal and legal intervention: Parenting Contract/ Education Supervision Order/ Fixed Penalty Notice
Below 50% Severe Absence	95 or more days	Ensure child is in school daily Multi-agency Meetings Engage with formal support offer from school and local authority	<u>Targeted Intervention</u> Red SA letter home Support to remove in school barriers to attendance Referral to social care Weekly monitoring + contact with parent/carer	Letter home or home visits Facilitate multi-agency support for family Legal intervention: Fixed Penalty Notice or court prosecution

