



Avonbourne Academies

Attendance Policy

January 2024

Introduction

Here at Avonbourne Academies we believe it is of vital importance that our students have good attendance at school. This is a successful Academy, and all students play their part in making it so. We aim for an environment which enables and encourages all members of the community to be proud to belong and to achieve of their best. For our students to gain the greatest benefit from their education, it is vital that they attend regularly and should be at Avonbourne Academies on time, every day the Academy is open unless the reason for the absence is unavoidable. It is very important therefore that you make sure that your child attends regularly, and this policy sets out how together we will achieve this.

Regular attendance at school is of critical importance to a child's education. Evidence tells us that the pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment¹. Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Any student's absence disrupts the learning of others in the same teaching groups by disrupting classroom routines. Ensuring your child's regular attendance at Avonbourne Academies is your legal responsibility and permitting absence from Avonbourne Academies without a good reason creates an offence in law and may result in prosecution.

Aims

An effective whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. To ensure all leaders, staff, pupils, and parents understand these expectations, and how they apply at Avonbourne Academies, this policy sets out:

- Section 1: the practical procedures to be followed at Avonbourne Academies in relation to attendance.
- Section 2: the measures in place at Avonbourne Academies to promote regular attendance by its registered pupils
- Section 3: the responsibilities of particular members of staff in relation to attendance
- Section 4: the action to be taken by staff if a registered pupil fails to attend school regularly

Section 1: Practical Procedures

This section sets out the practical procedures to be followed at Avonbourne Academies in relation to attendance are as follows:

- The attendance and punctuality expectations of pupils and parents, including start and close of the day, register closing times and the processes for requesting leaves of absence and informing the school of the reason for an unexpected absence.
- Every half-day absence from school has to be classified by the academies (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required in writing.

Authorised absences are mornings or afternoons away from the academy for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies, or other reasons the Academies deems to be unavoidable. Students will not be allowed to leave the Academies for medical appointments without a note or an appointment card.

Parents should make every effort to ensure appointments are made outside of academy/school hours. Where it cannot be avoided, students should attend for as much of that day as possible to ensure they are registered in the morning and afternoon. Parents should provide a note with a copy of the appointment letter attached at least a day prior to the appointment so that the details can be added to the student's record to enable them to leave class and school.

Regular days off ill may be challenged by letter. Lack of any medical evidence for these days off will lead to Academy unauthorised absence leading to the issue of a Fixed Penalty Notice.

High levels of authorised absence can lead to the involvement of the Academies Attendance Officer (AO), Year teams, and Education Social Worker (ESW) in order to ensure the correct support is in place.

Unauthorised absences are those which the Academies do not consider reasonable and for which no authorisation has been given. This type of absence can lead to using sanctions and/or legal proceedings.

Unauthorised absence includes:

- Parents/carers keeping students off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Students who arrive at school too late to get a mark.
- Shopping, looking after other siblings or birthdays.
- Day trips and holidays in term time.

Whilst any student may be off school because they are ill, sometimes they can be reluctant to attend the academy. Any problems with regular attendance are best resolved between the school, the parents/carers and the student. If the student is reluctant to attend, it is never advisable to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

The Academies can, if required, change an authorised absence to an unauthorised absence and vice versa if new information is presented.

Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when they miss 10% (equivalent to 3 weeks in a year) or more schooling across the Academies year for whatever reason. Absence at this level is doing considerable damage to any student's educational prospects and we need parents/carers' full support and co-operation to tackle this.

Once a student's absence falls below 90%, whether physical or mental health related, the Academies will code the absence as unauthorised unless it can be supported by means of medical evidence by way of a copy of the medical appointment, photograph of prescription or medical letter.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and a parent/carer will be informed of this immediately via letter. PA students are tracked and monitored carefully by the Attendance Officer and through our regular attendance tracking meetings.

Selected PA students and their parents/carers are subject to an Action Plan and the plan may include: additional support through their Head of Year and our Educational Social Worker/ Attendance Officer. **All PA cases are also automatically made known to our Attendance Officer & Education Social Worker (ESW) and notified to the Local Authority.**

Absence Procedures

If a student is absent, it is the parent/carer's responsibility to:

- Contact us as soon as possible on the first day of absence (by 8.30am) and on the morning of every day of absence.
- Or, you can email via attendance@avonbourneacademy.org.uk
- It maybe we ask you to provide evidence of absence.

If a student is absent, we will:

- Send a text message to parents to advise their child is absent from the Academies and no reason has been received. On receiving that text message, parents are requested to contact the Academies to advise of the reason for absence by emailing attendance@avonbourneacademy.org.uk
- If a response to the absence text message has not been received, attempts to telephone the parent/carer on the day of the absence if we have not heard from you will be made (this call will be made between 9:00am-10:00am (where possible) by the Pastoral team. This is a [safeguarding](#) procedure. Further attempts may be made to call you throughout the day by either the Pastoral Team or the Attendance Officer.
- If no contact has been received by the second day, the Attendance Officer will report absence to all contacts including email addresses.
- If a pupil is absent for 3 school days without a contact being received from parents, a "safe and well" home visit will be requested by the Attendance Officer via MyConcern and made by our Education Social Worker or member of the Pastoral team if appropriate. This is a safeguarding procedure and is an expectation from the Local Authority.
- If absence persists, your son/daughter's Pastoral Lead will make contact with you. If attendance falls below 97% our attendance team will write to you to highlight this.
- Deterioration of attendance will lead to an Initial Assessment completed by the pastoral team and could result in a further letter and phone call inviting parents in for a meeting with your Pastoral Lead and son/daughter where an Initial Assessment or Parenting Contract is complete.
- If after 4 weeks there is still no improvement, a 15 or 20 day monitoring period will commence and this will be communicated, a letter will be sent to parents/carers to explain when the monitoring period will commence and the possible legal proceedings by the Local Authority, if the monitoring period is not successful.
- No improvement and continued unauthorised absence in a selected period of time would lead to a Fixed Penalty Notice or full prosecution.
- For existing poor attenders, who have been through the above attendance improvement route, we may look to undertake BCP's Fast Track method, whereby a meeting with parents and student will be held, to discuss barriers to school and support required to increase attendance, this will be by way of a Fast Track Agreement and will be monitored over a 6 week period, this may be extended to a 12 week period and either will see the required improvement or will result in the parents being either fined or prosecuted.

Where a child has been absent from school for a period of more than 20 school days, and where the absence was unauthorised, and both the school and Local Authority have been unable to contact the parents, the Academies may remove the child from the school roll.

The Academy will notify the local authority when such action is taken. Please see the procedures and Attendance Strategy for further reference (Appendix 1,2).

Telephone Numbers

There are times when we need to contact parents/carers about lots of things, including absence, so we need to have your contact numbers at all times. Please help us to help you and your son/daughter by making sure we always have an up to date number – if we don't then something important may be missed. There is a check on telephone numbers and home addresses at the start of the year. Please ensure that you inform us of any change after this time.

The Attendance Officer (AO)

Early intervention is nearly always successful in improving attendance. If difficulties cannot be sorted out in this way, the Academies may refer the student to our Attendance Officer who will try to resolve the situation by agreement.

Education Social Worker (ESW)

The Academies also have an Education Social Worker who can support pupil attendance and provide appropriate support and guidance to all parties in order to ensure levels of attendance remain above 97%. Please telephone the Academies for more assistance or a meeting with the ESW if you feel your son/daughter's attendance requires improvement.

If ways of trying to improve the student's attendance have failed and unauthorised absences persist, the Academies can use sanctions such as Fixed Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the academy. Alternatively, parents/carers or students may wish to contact our Education Social Worker or Attendance Officer themselves to ask for help or information and appropriate advice will be given. Please telephone the school for assistance.

The Admissions Register (or "school roll")

1. As a school, we are responsible for keeping the Admissions Register up to date. This contains specific personal details of every pupil along with the date of admission or readmission to the school, information regarding parents and carers, and details of the last school attended.
2. We also hold emergency contact numbers for each pupil. It is our policy to hold more than one such number, so that we have options to make contact with a responsible adult should the need arise.
3. A pupil's name can only be lawfully deleted from the admissions register in very limited circumstances.

The Attendance Register

4. The register will be taken at the start of each morning session of each school day and once during the afternoon session. On each occasion, the school will record whether every pupil is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances.
5. These records will be kept electronically to ensure accuracy and the timely sharing and analysis of information – all of which is critical to ensure good attendance.

Punctuality and Regular Attendance

6. The School day starts at 8.30am and finishes at 3.20pm (3.45pm for Year 11).

Lateness

7. Poor punctuality is not acceptable. If a student misses the start of the day, they can miss essential work or information on the academy activities. The late arrival of students also disrupts the learning of others, which can be embarrassing for the student and also encourage further absence. Students who are late to the academy will be expected to attend an after-school detention and complete any work missed in lesson time and if this occurs more than once in a working week students will serve an **SLT detention on Thursday of that week.**

How we manage lateness

The Academy day starts at 8.30 am and we expect all students to be at line up at 8.30am ready for the start of the day. Students will be in tutor or assembly by 8.35am. **If a student arrives past 8.30am and up until 9.00am they will receive a 1 hour after school detention to be completed the same day. If a student arrives on or after 9.00am, unless there is a medical reason, they will be expected to report to inclusion until their Head of Year can speak to them and complete a detention after school.** Frequent lateness and serious lateness will be followed up by the pastoral/ year team and will result in further sanctions and contact with parents/carers.

The Academies are open from 7.45am.

8. Registers are marked promptly at the start of registration time and a student will receive a late mark if they are not in class by 8.30am. At 9.30am the registers will be closed. In accordance with the Regulations, if a student arrives after that time, they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Fixed Penalty Notice or prosecution if the problem persists. Details of the late procedure are found below in Appendix 3.

Absence

9. Parents must contact the school when their child is absent to explain that absence. This can be done as follows dial 01202 398451 and select option 1 for Attendance or email to attendance@avonbourneacademy.org.uk giving the following details:
 - full name of pupil;
 - pupil's Year group or Form;
 - Full name of person reporting absence and relation to child;
 - Reason for absence.
10. Where a reason for the absence is not received by 8:30am on the day of the absence, the school will contact the parents on the same day to understand the reason for the absence.
11. Where further unexplained absences occur, the school will make further contact with the parent (including foster parents and/or social workers where appropriate). This should be with the aim of understanding **why** the absence has occurred, and **when** the pupil will return.
12. The correct absence code will be inputted into the Attendance Register as soon as the reason is ascertained.
13. Granting a leave of absence will only be made in exceptional circumstances. Each application will be considered individually considering the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the Headteacher to determine the length of the time the pupil can be away from school. It is extremely unlikely that a leave of absence will be granted for the purposes of a family holiday.

Holidays in Term Time

Taking holidays in term time will affect a student's schooling as much as any other absence and we expect parents/carers to help us by not taking your son/daughter away during the academy term time. Remember that any savings you think you may make by taking a holiday during the academy term time are offset by the cost to your son/daughter's education. **There is no automatic entitlement in law to time off during academy time to go on holiday and at Avonbourne Academies holidays in term time will not be authorised.** If the unauthorised holiday is taken and **attendance falls below 97%, a Penalty Notice will be issued through the Local Authority.** The Penalty Notice can be a fine of up to £120 per parent per child.

If there is a case for compassionate leave e.g. for a funeral the Academies may authorise leave of absence – in these circumstances' parents/carers should either email attendance@avonbourneacademy.org.uk , or send in a letter detailing the time required and reasons for absence and why the time requested cannot be postponed until the next school holiday and this will be considered by the Principal.

All applications for breaks from education in these exceptional circumstances must be made in advance. In making a decision, the Academies will consider the circumstances of each application individually, including any previous pattern of absence in term time. It is important that you understand the circumstances when leave in term time will **not** be agreed by us:

- In the month of September.
- When a student is just starting at the Academies. This is very important as your son/ daughter needs to settle into their new environment as quickly as possible.
- Immediately before and during assessment periods – GCSE or any other public examinations.
- When a student's attendance record already includes any level of unauthorised absence.
- Where a student's attendance rate is already below 97% or will fall to or below that level as a result of taking holiday leave.
- Holidays taken in term time due to lower cost/parental work commitments
- Holidays abroad for visiting sick relatives, except where that person is seriously ill (medical evidence may be requested to help with the decision)
- Pilgrimages

Section 2: Promoting Regular Attendance

This section sets out the measures in place at Avonbourne Academies to **promote** regular attendance by its registered pupils.

Promoting and incentivising

14. The School will:

- a) Treat all pupils and parents with dignity. Our staff will always seek to model respectful relationships to build a positive relationship between home and school that can be the foundation of good attendance.
- b) Regularly inform parents about their child's attendance and absence levels.
- c) Publicly celebrate good or improving attendance through Year group assemblies, rewards and contact with parents.
- d) Hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- e) Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.
- f) Make the necessary statutory data returns to the local authority.
- g) Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.

Data Strategy

15. The School understands that as poor attendance is habitual, prevention and early detection is crucial. We will therefore undertake regular data analysis to:

- both identify and provide immediate additional support to pupils and/ or pupil cohorts that need it;
- look at historic and emerging patterns across the school and develop strategies to address them.

The School will typically carry out the following analysis:

- a) Monitoring and analysing weekly attendance (including punctuality) patterns and trends, including whether there are particular issues for some children on certain days;
 - b) Patterns of attendance within sessions, to ensure that all pupils are attending all timetabled lessons
 - c) Half-termly, termly and full-year data analysis of patterns and trends, including analysis of pupils and cohorts, identifying patterns in use of certain codes, days where attendance is typically poor and (where appropriate) subjects with low lesson attendance
 - d) Benchmarking attendance data (at whole school, year group and cohort level) against Trust-level, local, regional and national data.
16. We will use this analysis to identify pupils who need support so that we can focus staff efforts on developing targeted actions for those students and to identify any common themes to support improvement planning. We will use the data to inform us regarding the impact of school-wide attendance efforts, including any specific strategies implemented, to evaluate approaches or inform action. We will also provide regular attendance reports to class teachers or tutors to facilitate discussions with pupils and to school leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).

Absence reduction strategy

We will devise specific strategies to address areas of poor attendance identified through data. This may, for example, include pupils in a year group with higher-than-average absence or for specific groups of students.

17 Data and reports will be shared with the Local Governing Body.

18 As part of promoting regular attendance, the school will consider the issuing of Fixed Penalty Notices (see paragraph 27)

Pupils with medical conditions or special educational needs and disabilities

19 The Academy recognises that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Please provide us with letters/evidence from medical practitioners and other professionals. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as they are for any other pupil.

- a) That said, in working with their parents to improve attendance, we will be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education. This will include:

- b) Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed.
 - c) Considering whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
 - d) Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable, ensuring the provision outlined in the pupil's education, health and care plan is accessed. In addition, the school will work with families to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day. Please see the School's [SEN policy](#) for further details on SEN support.
 - e) Establishing strategies for removing the in-school barriers pupils may face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
 - f) Ensuring joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance, recognising that such arrangements can be for a limited time only.
 - g) Ensuring data is regularly monitored for these groups including at board and governing body meetings and in Targeting Support Meetings with the local authority so that additional support from other partners is accessed where necessary.
- 20 Pupils with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. Please see the Academy's policy on supporting pupils with [medical conditions](#) at school for further information.
- 21 In all cases, the academy will be sensitive and avoid stigmatising pupils and parents; and talk to pupils and parents and understand how they feel and what they think would help improve their attendance to develop individual approaches that meet an individual pupil's specific needs.

Part-time timetables

- 22 All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. Please note that a part-time cannot be used as a reasonable adjustment for SEND, unless this is on a temporary basis and as advised by an external agency e.g., Educational Psychologist.
- 23 A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. Formal arrangements will also be put in place for regularly reviewing it (minimum monthly) with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore will treat such absence as authorised. We will of course consider how best to support learning when a child is working on a part time timetable.

Section 3: Particular Responsibilities

This section outlines responsibilities of particular members of staff in relation to attendance.

- The name and contact details of the senior leader responsible for the strategic approach to attendance in school are Mr O Maund, Vice Principal oliver.maund@avonbourneacademy.org.uk
- Responsibility for identifying unexplained absences on “day 1” will fall to Mrs J Parkin, Attendance Officer
- Responsibility for identifying further unexplained absences will fall to Mrs J Parkin
- Information and contact details of the school staff who pupils and parents should contact about attendance on a day-to-day basis are the Attendance Officer and the Year Teams, please see below:-

attendance@avonbourneacademy.org.uk

Year 7 – classof2030@avonbourneacademy.org.uk

Year 8 – classof2029@avonbourneacademy.org.uk

Year 9 – classof2028@avonbourneacademy.org.uk

Year 10 – classof2027@avonbourneacademy.org.uk

Year 11 – classof2026@avonbourneacademy.org.uk

United Sixth Form - office@unitedsixthform.org.uk

- More detailed support on attendance can be requested from your child’s pastoral team.

Section 4: Specific Action for Failure to Attend Regularly

This section sets out the action to be taken by staff if a registered pupil fails to attend the school regularly.

- 24 Where a pupil or family needs support with attendance, it is important that the best placed person in the academy works with and supports the family. Wherever possible, we will keep this person consistent.
- 25 Where a pattern of absence is at risk of becoming, or becomes, problematic the academy will draw on these relationships and listen to and understand the barriers to attendance the pupil or family is experiencing. In doing so, the academy will take into consideration the sensitivity of some of the reasons for absence and understand the importance of school as a place of safety and support.
- 26 In the first instance, the academy will support pupils and parents by working together to address any in-school barriers to attendance.
- 27 Where barriers are outside of the school’s control, we endeavour to work together with all partners to support pupils and parents to access any support they may need. As a minimum, this will include meeting with pupils and parents at risk of persistent or severe absence to understand barriers to being in school, agreeing actions or interventions to address them and keeping those actions under regular review in discussion with pupils and families. This may include referrals to services and organisations that can provide support. We work closely with the Inclusion team and the Reintegration team at BCP who can offer support where necessary. Where absence intensifies, so will the support provided, which will require us to work in tandem with the local authority and other relevant partners, as follows:

28

- If the needs and barriers are individual to the pupil this may include provision of mentoring, careers advice, 1-2-1 tuition or out of hours learning, or where appropriate an education, health and care plan or alternative provision.
- Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary early help assessment.

- Where engagement in support is proving challenging, the school will hold more formal conversations with the parents (and pupil where they are old enough to understand). This is likely to be led by the senior leader responsible for attendance and may include the academy’s point of contact in the local authority School Attendance Support Team. The aim of these meetings will be to clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in the future, but will also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences.
- Where voluntary support has not been effective and/or has not been engaged with, the academy will work with the local authority to:
 - Put formal support in place in the form of a parenting contract or an education supervision order.
 - Intensify support through statutory children’s social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).
 - Issue a fixed penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents’ behaviour.
 - Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

29 In all cases, the school will monitor the impact of any intervention(s) and make adjustments where necessary in discussion with the pupil, parents and any other partners involved as part of any whole family plan or team around the family. Where interventions are failing, the school will work together with all parties to identify the reasons why and either adjust or change the approach.

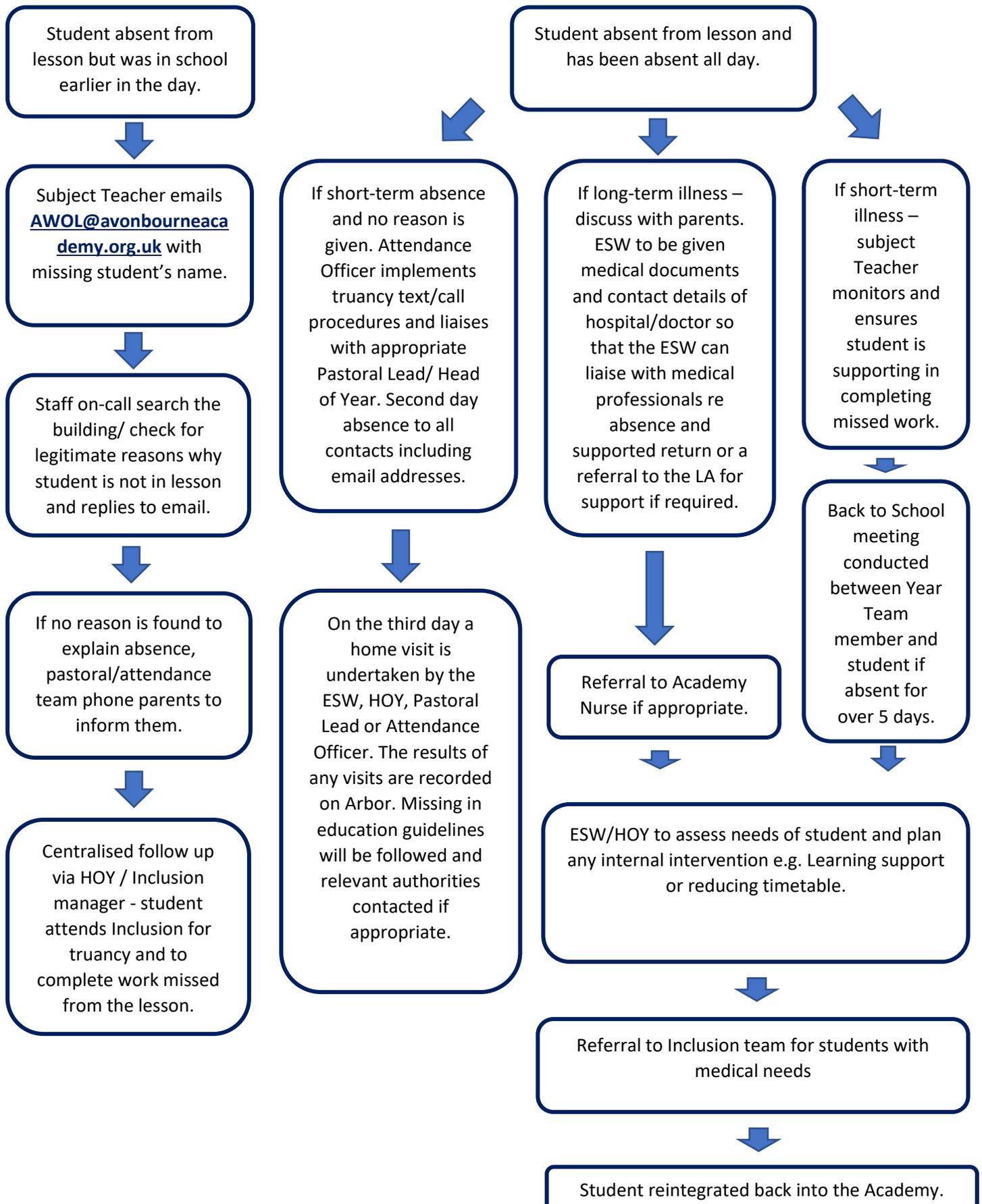
Local Governing Body (LGB) Responsibilities:

- 30 The LGB recognises the importance of school attendance and will:
- promote it across the academy’s ethos and policies.
 - Ensure school leaders fulfil expectations and statutory duties.
 - Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
 - Ensure academy staff receive adequate training on attendance.
- 31 The LGB will also ensure:
- that the attendance policy and its contents are generally made known within the academies and to parents of registered pupils at the academies, and
 - that steps are taken at least once in every school year to bring the attendance policy to the attention of all those parents and pupils and all persons who work at the academies (whether or not for payment).

Date of last review	January 2023	Review period	1 Year
Date of next review	January 2025	Author	O Maund
Type of policy	Statutory	Date of this review	January 2024
Approval M Dyer			

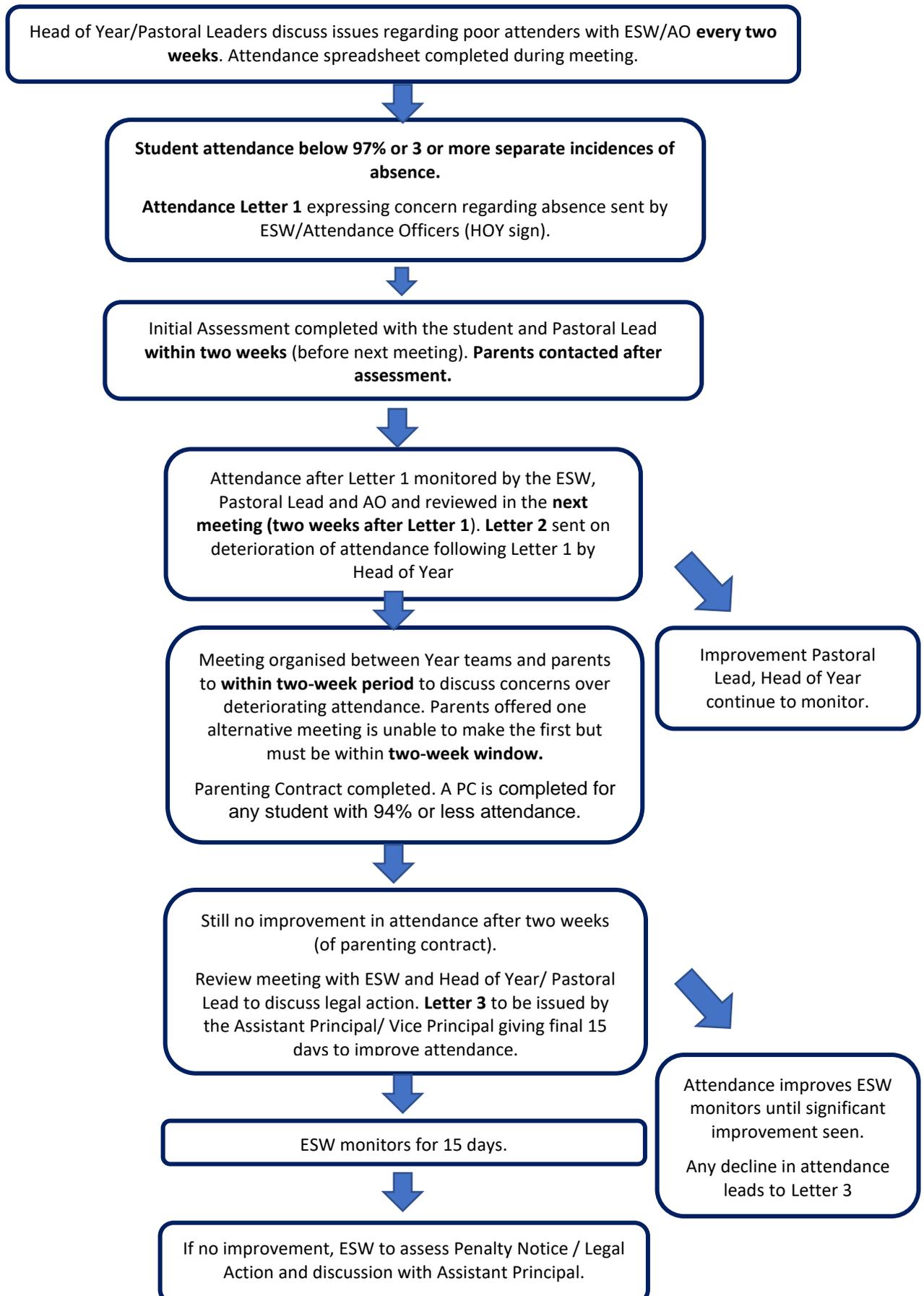
Appendix 1

Procedure for absent students



Appendix 2

Attendance procedure



Appendix 3

Attendance Strategy Ladder for Avonbourne Academies

100% - Excellent attendance
97% - Good attendance

Below 97% attendance or 3 separate incidences of absence – Letter 1 sent home from Head of Year (sent by ESW/Attendance Officer).

Initial Assessment completed within two weeks of Letter 1 being sent home.

Below 94% attendance, Letter 2 sent from Head of Year (sent by ESW/Attendance Officer) on deterioration of attendance from Letter 1. Pastoral Lead organises a parent meeting to discuss attendance concerns. Extenuating circumstances are investigated to determine suitability of next steps. Parenting Contract completed by HOY/Pastoral Lead (copy to ESW). Alternative meeting time offered within the two-week window if required.

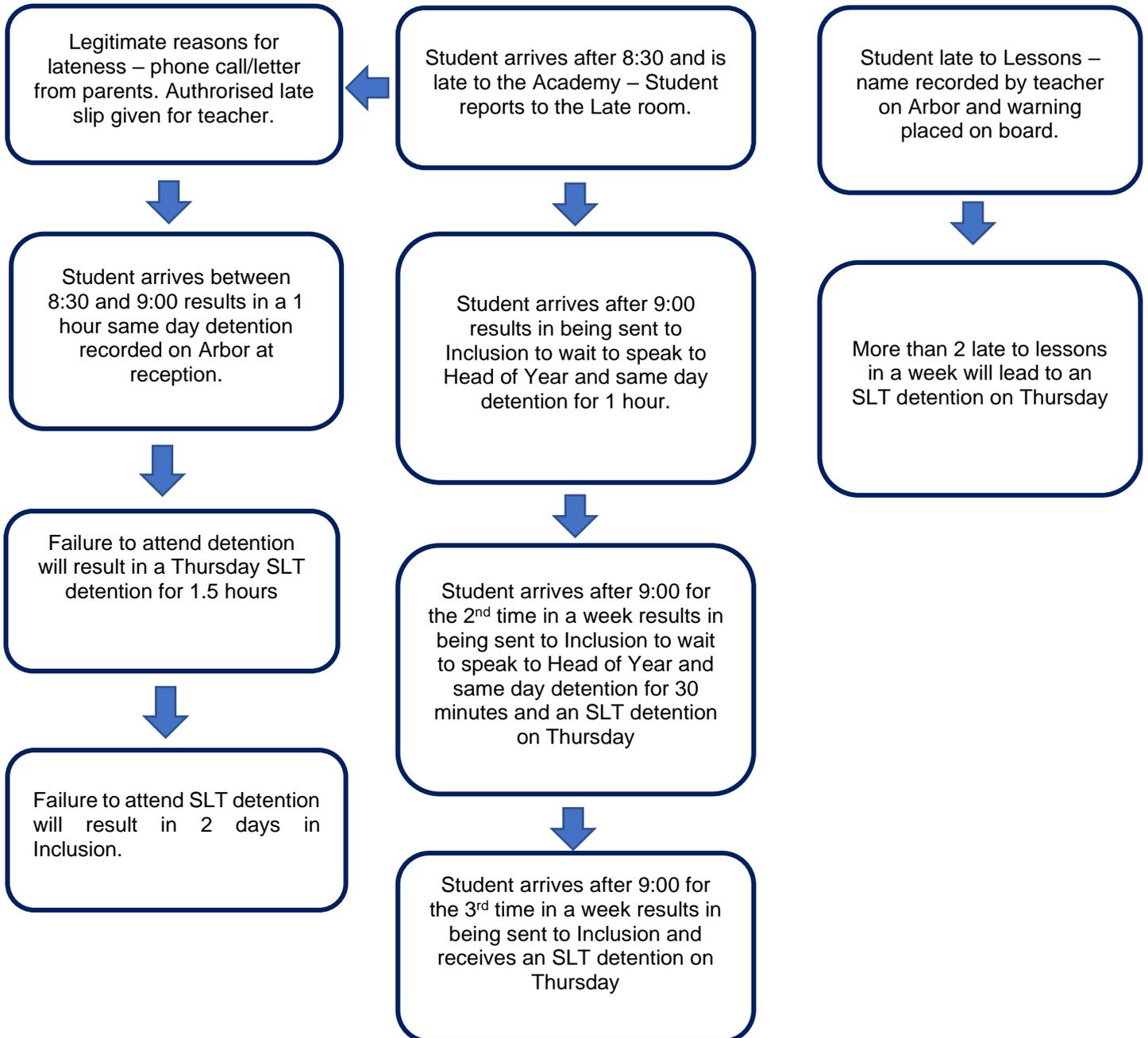
If no improvement, the ESW sends Letter 3 notifying parents of possible Penalty Notice if attendance does not improve.

After 15 days of monitoring and no improvement Letter 4 is sent by the ESW. ESW to assess if Penalty Notice required or full prosecution.

90% (PA Threshold) – allocated staff) holds weekly PA mentoring meetings with students to get a better understanding of any attendance issues. Feedback provided to ESW, form completed and submitted to Attendance Officer.

Appendix 4

Attendance Strategy Ladder for Avonbourne Academy



Repeated Lateness to the Academies and lessons:

- Parents contacted by Head of Year/Pastoral Leader requesting a meeting and completion of parenting contract.
- Student put on report and attendance and lateness monitored closely.

Appendix 5

What Percentage Attendance means to your child in terms of time absent.

%	Days absent
85	28 days off
86	27 days off
87	25 days off
88	23 days off
89	21 days off
90	19 days off
91	17 days off
92	15 days off
93	13 days off
94	11 days off
95	10 days off
96	7 days off
97	5 1/2 days off
98	4 days off
99	2 days off
100	0 days off

Attendance during one school year	Equals days absent	Which is about x weeks absence	Which means this is the number of lessons including DEAR your child will miss
97%	5 1/2	1	25
95%	10	2	50
90%	19	4	100
85%	28	6	150
80%	38	8	200
75%	48	10	250
70%	57	11.5	288