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Dear Parents/carers,  
The school cares deeply about each child's learning, progress and achievement. Like you, we want the very best for our children. This attendance information sheet hopes to explain the need for children to attend school regularly to get the very most from their school experience.

The link between attendance and outcomes Recent guidance from the Department for Education has exhorted schools and Local Authorities to intervene early to address issues of poor attendance.

The poor attendance of a number of pupils can disrupt their own learning and that of other pupils. These children quickly begin to fall behind their peers and often never fully catch up with gaps in their skills and knowledge. Over time these pupils become bored and disillusioned with education and by years 10 and 11 they are lost to the system. These pupils are the most likely to become 'Not in Education, Employment and Training' (NEET) when they leave school and easily fall into anti-social behaviour and crime. Not surprisingly there is a clear link between poor attendance at school and low levels of achievement. Of pupils who miss between 10 percent and 20 per cent of school, only 35 percent manage to achieve five A\* to C GCSEs including English and mathematics. This compares to 73 percent of pupils with over 95 percent attendance achieving five A\* to Cs including English and mathematics. (DfE July 2011).

**Ensuring Attendance** The Governing Body and UTS Cambridge Trust has a responsibility to ensure attendance at school. This is exercised under the Education Act 1996 and the Children Act 1989. Enforcement measures can include prosecution, the use of fixed penalty notices, parenting contracts and orders in respect of the Anti-Social Behaviour Act 2003. In Section 116 of the Education Act 2005 a new section was inserted in the Education Act 1996, Section 444ZA. This extends the circumstances in which a person with parental responsibility, (as defined in Section 576 of the Education Act 1996) can be issued with a penalty notice or can be prosecuted for failing to ensure that a child for whom they are responsible attends regularly at alternative educational provision that has been made for them by the local authority. Education (Penalty Notices) (England) Regulations 2007. Statutory Instrument 1867.

**Reasons for absence:**

We know that children will be unwell at some point in their school life. Illness includes things like chest infections, chicken pox, episodes of stomach trouble (not an exhaustive list). There are times when children with a slight temperature are spending a few days off school when they could have appropriate medication and come to school. It is an important message to teach children the value of 'getting through the day' like we all have to when we go to work. We also notice patterns of absence which conveniently fall around the holidays and whilst we understand that going away in term time is cheaper, the Headteacher is held to account by the Government and Ofsted for challenging parents. **All leave of absence requests must be in writing to the Headteacher.**

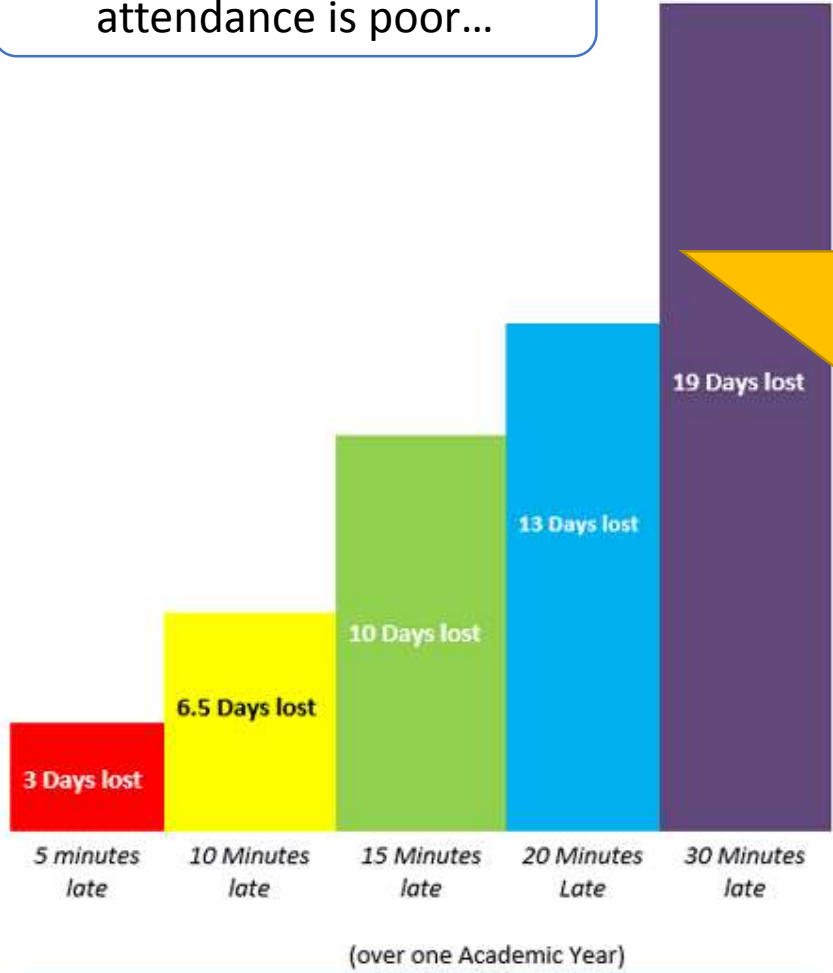


Attendance (%)	Number of days absent from school
98	4 days
95	10 days = 2 weeks
90	20 days = 4 weeks
85	30 days = 6 weeks
80	40 days = 8 weeks

We want children who have: Resilience, an attitude to achieve their best, determined to get to school, feel pride in achieving awards for good attendance.

Look what happens when attendance is poor...

Descriptor	Threshold Attendance	Number Days Attended School	Whole Days Absent from school	Total Learning Hours lost
Excellent	100%	190	0	0
Good	99%	188	2	10
	98%	186	4	20
	97%	184	6	30
Satisfactory	96%	182.5	7.5	37.5
	95%	180.5	9.5	47.5
	94%	178.5	11.5	57.5
	93%	176.5	13.3	67.5
Requires Improvement	92%	175	15	75
	91%	173	17	85
Cause for Concern	90%	171	19	95
	85%	161.5	28.5	142.6



Children with medical conditions are recorded as absent with a code M. This means that they are not 100% attendance but that the school is aware of the reasons for such time away from school.

We are here to support. Please contact us if there are personal reasons why attendance or lateness has occurred.

- An absence from school includes:**
- Holidays
  - Medical / Dental appointments & Illness
  - Religious Observance
  - Arriving late to school (after registration)
  - Exclusion
  - Truancy

**MAKE EVERY MINUTE COUNT**  
because  
**EVERY DAY COUNTS**