

Need Further Information or Advice?

**Head of Year 7**

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**School Phone Numbers**

School Reception - 01384 816395

Attendance Officer - 01384 816401



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## Attendance

### A Guide for Parents/Carers

Consistently good attendance at school is important for your child's progress and attainment.

Statistics show a very strong link between attendance, punctuality and attainment.

## Attendance

At Dormston we encourage excellent attendance and this leaflet has been produced to highlight some of the facts and figures about attendance, what might happen if attendance falls too low and what to do if you think your child is ill and should not attend school.

### Important Attendance Facts

100% = no days absence from school (September to July)
95% = 10 days absence (2 weeks) from school (September to July)
90% = 20 days absence (4 weeks) from school (September to July)
85% = 30 days absence from school (6 weeks) from school (September to July)
80% = 40 days absence from school (8 weeks) from school (September to July)

Dormston School's expected level of attendance for each student is **100%** however; **any child falling below 96% will trigger further action.**

Your child deserves good education and all of the opportunities that Dormston School has to offer.



Coming to school every day is essential for your child's academic and personal development.

### What is a 'PA Student'?

As a school we monitor attendance very closely. If your child's attendance drops below 96% they will be closely monitored by their Head of House and the Attendance Officer. If your child becomes a 'Persistently Absent' student (below 90%) you and your child will be required to attend an Attendance Meeting to see how we can support. If this isn't successful we will contact Education Support Services (ESS) **This may lead to court action which includes fines and/or a prosecution. Please see attached for more details on this service.**

### Regular Lateness = Absence

Registration takes place twice a day, at 8.40am and 12.25pm. Students arriving in school after 8.40am will be marked as late receive a negative event on Go4Schools and could lead to further sanctions. Students who arrive in their Form Room after 8.40am will receive the same sanction.

5 minutes late every day = 3 days absent
15 minutes late every day = 10 days absent
30 minutes late every day = 19 days absent

As far as possible medical and dental appointments should be made outside of school hours. If a school time appointment is unavoidable please ensure your child attends school before or after the appointment. Medical evidence should be provided for all appointments. Following changes in legislation in 2013 schools are now unable to authorize any holiday absence unless the Head Teacher deems there are exceptional circumstances. Fines will be issued if 15 days or more unauthorised holiday is taken.

### The Law

The Education Act 1996 requires parents to ensure their children of compulsory school age receive efficient full-time education.

The law says that parents/carers whose children of compulsory school age are absent from school without good reason are committing an offence. A fixed penalty notice can be issued for a student who has 10 unauthorised absences (am and pm count as separate absences) from school in a 6 week period. If paid within 21 days the fine is £60 per parent.



Each day students are registered in the morning and afternoon. If a student is absent, school requires notification from a parent or carer with a reason and expected date of return preferably by 8.30am on the day of the absence.

Parents/carers should inform school by leaving a message via the voicemail system on **01384 816401**.