



Attendance Matters!

A guide for parents & carers of children at Heelands School

At Heelands School we believe that encouraging good attendance is the best way parents & carers can support the school to ensure their child becomes the best they can be whilst they are with us.

Did you know?

Percentage attendance	Days absent	Impact on child's success at school	Future potential
100% excellent	None	Pupils with these levels of attendance should achieve their full potential and have a really good start in life.	Very good chance of 5 or more pass grades at GCSE
96% good	6 days – 12 sessions		
95% satisfactory	10 days – 20 sessions	Pupils with this attendance are likely to achieve their targets but will have to work harder to get there.	75% chance of 5 pass grades at GCSE
90% unsatisfactory	19 days absent – 38 sessions	Pupils at 90% have missed almost a whole month of school and are in real danger of falling behind in Maths and English. They will have a lot to catch up on and it will be difficult for them to achieve their best.	50% chance of 5 pass grades at GCSE.
Below 90% poor	Between 4 and 6 weeks missed.		
85% serious concern	29 days – 58 sessions – equivalent to 6 weeks or a whole half term.	This time cannot be made up and pupils will find it very difficult to achieve the best that they could.	Less than 30% chance of 5 pass grades at GCSE

The equivalent of 1 week a term for a child's school life equates to 1 whole year of schooling missed – this can never be regained and limits a child's potential for success

At Heelands School, to encourage good attendance we:

- Present a trophy weekly to the class with the best attendance.
- Celebrate the winning class of the trophy with a display in the hall and in the entrance area.
- Report attendance regularly in the Headteacher's newsletter.
- Present certificates termly to individual children for excellent attendance.
- Closely monitor attendance of groups and all individual children
- Inform parents termly of their child's attendance.
- Make sure that all stakeholders know that holidays can only be authorised in exceptional circumstances, and that authorisation should be requested in writing prior to the absence.
- Encourage all parents/ guardians to read the school's attendance policy so they are aware of support available as well as possible sanctions.

At Heelands School, when attendance is a concern we may:

- Write to parents/ carers to let them know that attendance has become a concern.
- Call parents/ carers to discuss how the school and home can work together to improve attendance.
- Invite parents/ carers in for an attendance interview
- Invite parents/ carers to a PACE interview (an interview conducted in line with the Police and Criminal Evidence Act 1984) with the Local Authority Senior Attendance Officer when attendance has not improved. This interview will take place under caution and discuss further strategies that might be implemented to secure improvement as well as consequences that could be actioned should improvement not occur.
- Issue fixed penalty notices for persistent poor attendance, poor punctuality or for unauthorised holiday.



All requests for leave of absence during term time must be made on a leave of absence form obtained from the school office at least a week in advance with the exception of emergencies.

Headteachers are no longer allowed to authorise requests for children to be taken out of school in term time for holiday. If you take a holiday which is not authorised by the school, then we will refer the matter to the Local Authority who will consider the issue of a Fixed Penalty Notice. Heelands follows the Local Authority's guidance.

The school cannot accept any of the following as a reason to authorise an absence:

- shopping during school hours;
- special occasions, e.g. birthdays;
- no uniform, shoes, etc.;
- overslept;
- haircut;
- false illnesses;
- at home due to family illness;
- children arriving at school after the register has closed (arriving after 9:20am);
- family holidays;
- routine dental appointments

All requests for leave will be responded to using a leave of absence response form.

Thank you for your continuing support to get your child to school, on time, every day for them to make the most of their time at Heelands.

