ATTENDANCE GUIDE & FAQs

Regular attendance is essential to pupils' education, wellbeing and future opportunities.

Our school attendance target is **95% or above**.

Attendance - Approximate number of days missed

100%	0 Days
98%	4 Days
95%	9-10Days - Appx 2 weeks of school
90%	19 Days - Appx 4 weeks
85%	28-29 Days - Nearly 6 weeks

At 90% attendance, a pupil is missing approximately one day of school every two weeks.

1. Why is attendance so important?

Every day of absence means missed learning.

Regular attendance helps pupils to make good academic progress, maintain friendships, develop positive routines and feel part of the school community.

Absence can quickly create gaps in learning which become increasingly difficult to recover. Absences can also create anxieties about missed lessons which then leads to school avoidance

For pupils approaching their GCSEs, missed days can mean missed course content, assessments, revision and examination preparation.

Every day matters. Every lesson matters.

2. What is Persistent Absence?

A pupil is considered **persistently absent (PA)** when they miss **10% or more of the school sessions available to them**.

This means attendance of **90% or below**. Persistent Absence includes **both authorised and unauthorised absence**.

A pupil could therefore become persistently absent through genuine illness as well as unauthorised absence.

We will act before attendance reaches this level wherever possible.

3. What should I do if my child is ill?

If your child is genuinely too unwell to attend school, please keep them at home and follow the school's absence reporting procedure.

However, minor illnesses such as a mild cough, cold, sore throat or headache will not necessarily require a pupil to remain at home if they are otherwise well enough to attend. Please do let the Attendance Manager know if you have sent your child in feeling unwell so that support can be provided during the day if needed

Where illness absence becomes frequent or prolonged, we will contact you to discuss the circumstances and any support that may be required.

4. How do I report an absence?

Parents/carers must contact the school **on the first morning, and each subsequent day, of absence**.

What information do I need to provide

- Your child's full name and year group
- The reason for absence
- Where possible, how long you expect them to be absent

How do I report the absence

- Use the Reporting Absence Tab on ClassCharts
- Call the absence line 01493 750431 Option 1
- Email the Attendance Manager jbryant@acle.norfolk.sch.uk

If an absence continues, we will require further updates.

All unexplained absences will be followed up by the school.

Please ensure that we always have your **current telephone numbers and emergency contact details by letting us know if these details change**.

5. What about medical and dental appointments?

Wherever possible, routine appointments should be arranged **outside school hours**.

We recognise that hospital, specialist and some other appointments cannot always be arranged outside the school day.

Where an appointment takes place during school hours, pupils should normally attend school **before and/or after their appointment** wherever reasonably possible rather than missing the entire day. Please notify school of the appointment in advance using the report methods

described above - please also let us know if it will be someone other than the child's parents that will be collecting them and/or if they have permission to leave the school site alone to attend the appointment or to catch public transport.

We may ask for confirmation of the appointment.

6. What if anxiety or another difficulty is preventing my child from attending?

Please contact us as early as possible.

Attendance difficulties can sometimes be linked to anxiety, friendships, bullying, SEND, learning difficulties, family circumstances or other concerns.

We want to understand the reason for the absence and work with pupils and families to overcome barriers.

Remaining away from school for an extended period can sometimes make returning increasingly difficult, so **early intervention is important**.

Depending on the circumstances, we may involve pastoral staff, SEND colleagues or other professionals and agree a plan to support your child's return and ongoing attendance.

7. Can we take a holiday during term time?

Parents/carers should arrange family holidays during the school holidays.

A Headteacher can only grant leave of absence during term time where they consider there to be **exceptional circumstances**. A family holiday / workplace limitations or cost/convenience would not normally be considered an exceptional circumstance.

Requests for leave should be made using the school's leave of absence procedure **before making arrangements**.

Unauthorised term-time absence may be referred to **Norfolk County Council** and could result in formal action, including consideration of a Penalty Notice.

8. What happens if my child's attendance starts falling?

We monitor pupil attendance closely and believe in **early intervention**.

We do not need to wait until a pupil's attendance reaches 90% before contacting parents. Our staged response may include:

Attendance Monitoring ->Telephone Contact -> Letters if trigger points reached - Attendance Meeting in School -> Attendance Support Plan -> Formal Attendance Procedures - Legal intervention

We will consider the individual circumstances behind absence and seek to work with families to improve attendance.

Where attendance remains a concern despite support and intervention, the school may work with **Norfolk County Council** and progress to formal attendance processes where appropriate.

9. Does an authorised absence still affect attendance?

Yes.

Authorised simply means that the school has accepted that there was an appropriate reason for the absence.

The pupil has still missed school and therefore their overall attendance percentage will be affected. This is why we may contact parents about attendance even when the majority of absences have been authorised.

Our concern is not simply the attendance percentage – it is the **amount of education being missed**.

10. What should I do if I am worried about my child's attendance?

Talk to us early.

Please do not wait until attendance has become a significant problem.

If there is something affecting your child's ability to attend school regularly, contact us so that we can understand the circumstances and discuss what support may be available.

Our aim is to work **with pupils and families** to remove barriers to attendance wherever possible.

Attendance – Remember the Numbers

100% = No school missed

95% = Around **9–10 days missed**

90% = Around **19 days missed – nearly 4 weeks of school**

90% or below = **Persistent Absence**

Our target: 95% attendance or above

Every day matters. Every lesson matters.

Attendance Contact: Jane Bryant - Attendance Manager
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