

ATTENDANCE NEWSLETTER FOR PARENTS AND CARERS 2024





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WELCOME BACK

to the start of a new academic term.

At Landau Forte Amington we aim to fully develop the gifts and talents of each student. In doing so, we also prepare children for life after school and into the future. Attendance at school is a legal requirement and a crucial aspect in preparing for the future.

The aim of this newsletter is to promote good attendance for the students in our school and to raise awareness of the importance of this to support their development and academic achievement. As parents, we need your help and support to ensure your child reaches their full potential.

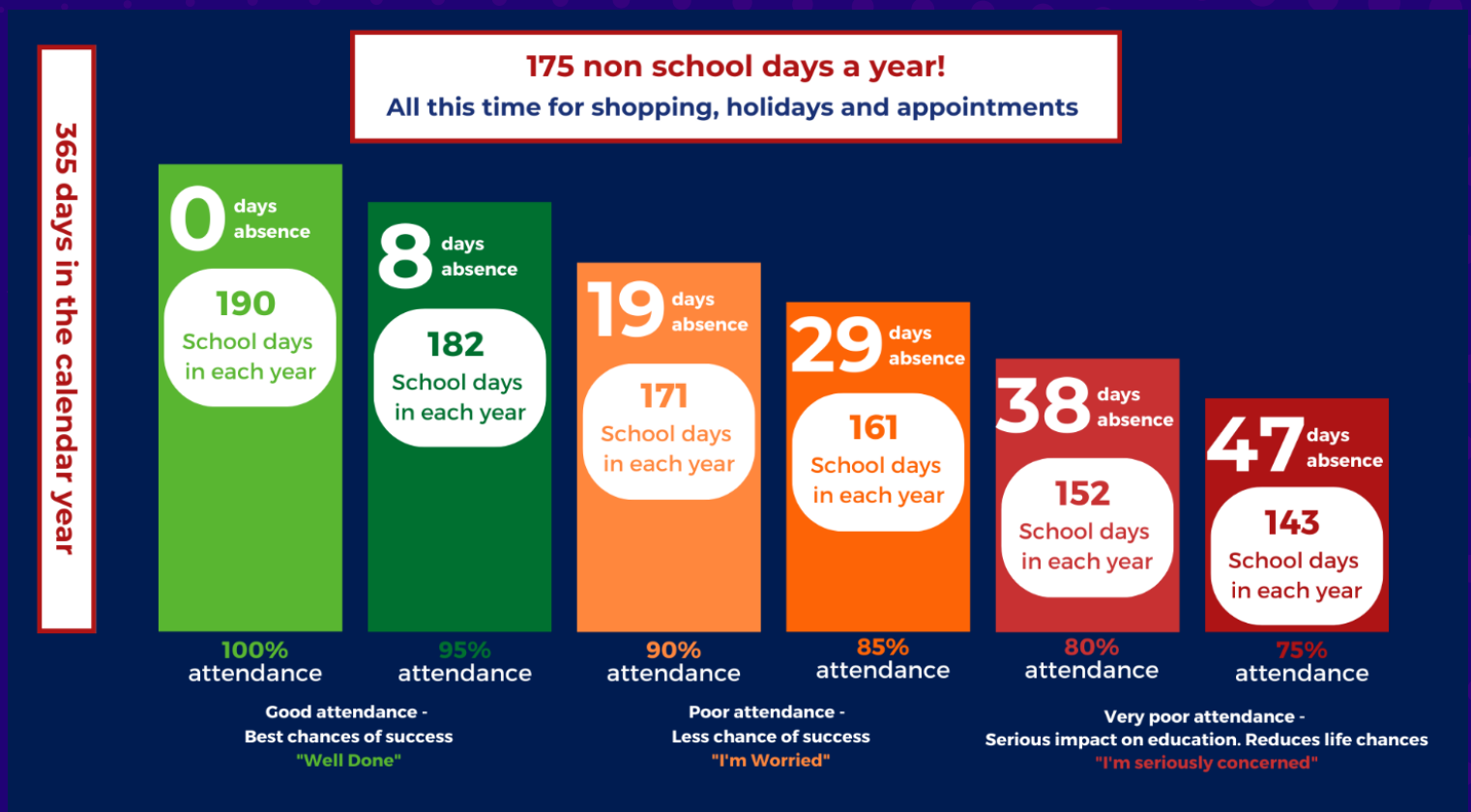


**Who to contact to report absence
or discuss any barriers that may
impact on your child's attendance.**

- **Absence can be reported via Edulink app**
- **Email: attendance@lfata.org.uk**
- **Telephone – 01827 301800, option 2 for Attendance**

Does Attendance Really Matter?

1 or 2 days a week might not seem like a lot but...



What does Good School Attendance look like?

We take school absence very seriously. We identify students whose attendance drops below 96% and provide support and intervention to help improve this. It is important for parents or carers to work together with the school when a student is near the 10% persistent absence threshold.

Progress & Achievement



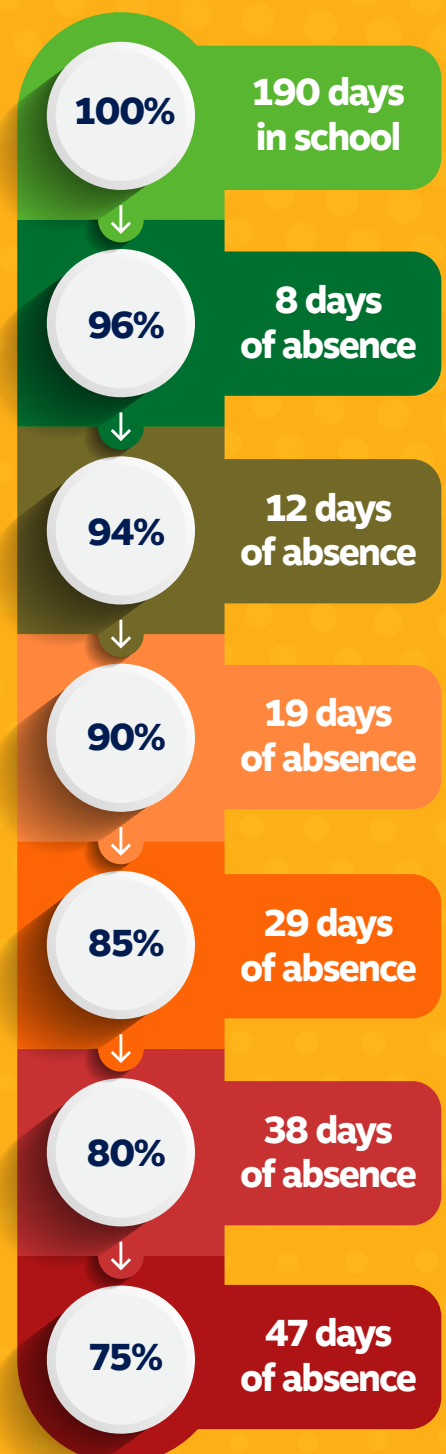
A student's attendance will directly affect their achievement in school.

Evidence shows that a student's progress and attainment is affected if their attendance falls below 90% and statistics show that if student's miss just 17 days (34 sessions) of school, their GCSE attainment is likely to drop by an entire grade.

It is important that we help our young people to get into the good habits that they will need in the workplace. Excellent attendance and punctuality are essential in their future employment and we regularly receive requests from potential employers for references regarding attendance and punctuality.

Students who develop a poor pattern of attendance and punctuality will be monitored by the Attendance Team and you may be invited into school for a meeting. As a parent/carer, you are legally responsible for ensuring that your child attends school regularly and is punctual. If you fail to ensure this, you are committing an offence under the Education Act (1996) which may lead to a fine of up to £2500 and/or a prison sentence.

If a student does not attend school or is not taking part in an approved educational activity, they are classed as **ABSENT** from school. This means that if your child is off school for any reason, even if they are ill or have medical permission to be off school, they will be marked as **ABSENT**.



Please be aware that even **if an absence is authorised, percentage attendance is still affected.** We ask parents/carers not to keep their child off school unless the absence is absolutely unavoidable.

Where this is the case, please can parents/carers:

- ✓ **Contact school by 8:30am to provide a reason for your child's absence.**
- ✓ **Contact the school each day of absence until your child returns to school.**
- ✓ **Work with the school and any other agency to resolve any difficulties which may affect regular attendance.**
- ✓ **Provide medical evidence for any absences exceeding 3 days. If a 'medical evidence required' or 'penalty notice action' (PWN/PN action) letter has been issued then please note that medical evidence is required for all absence reported.**



School Support Systems for Promoting Regular Attendance

In order to ensure good attendance from all our students we have a graduated support system as outlined below:

Attendance Thresholds	Attendance Actions - Intervention & Rewards
One Absence	<ul style="list-style-type: none"> • Attendance team will phone home to speak to parents. • Form Tutor will speak to the student on their return to school.
100 – 97%	<ul style="list-style-type: none"> • Achievement points to be awarded by Tutors for 100% achieved each week. • 100% Attendance certificates issued each term. • The ability to achieve their potential in education. • Participation in school activities linked to attendance and/or behaviour.
Below 97%	<ul style="list-style-type: none"> • Tutor calls home to discuss concerns over attendance, records on CPOMs. If parents are having issues Tutor invites them in for a meeting.
Below 95% STAGE 1	<ul style="list-style-type: none"> • Tutor support/daily monitoring. • Head of Year, Deputy Head of Year and Attendance officer monitor and discuss next steps. • Deputy Head of Year meeting with student. • Communication made with parent/carer. • Letters sent to parents/carers – Stage 1 tiered approach. • All absences to be unauthorised unless medical evidence is provided. • Risk of School referral to Staffordshire County Council Service for a Penalty Warning Notice.
Below 92% STAGE 2	<ul style="list-style-type: none"> • Tutor support/daily monitoring. • Head of Year, Deputy Head of Year and Attendance officer monitor and discuss next steps. • Communication made with parent/carer. • Letters sent to parents/carers – Stage 2 tiered approach. Attendance Officer meeting with student and parent/carer. • Home visits /wellbeing checks carried out.. • All absences to be unauthorised unless medical evidence is provided. • Risk of School referral to Staffordshire County Council Service for a Penalty Warning Notice.
Below 90% STAGE 3	<ul style="list-style-type: none"> • Tutor support/daily monitoring. • Head of Year, Deputy Head of Year and Attendance officer monitor and discuss next steps. • Communication made with parent/carer by the Attendance Officer. • Letters sent to parents/carers expressing concerns/offering intervention or explaining action that will be taken. • Action plan for improved attendance agreed with parent/carer and EWW if required. • Home visits/wellbeing checks carried out. • All absences to be unauthorised unless covered by medical evidence. • Final warning letter sent out to parents. • School referral to Staffordshire County Council Service. • Penalty Notice referral made for the legal action to be taken to due to persistent absence. • Multi-agency referral if required. <p>If things fail to improve:</p> <ul style="list-style-type: none"> • Penalty Notice issued. • Court process which could result in prosecution.

Providing Reasons for Absence

May we remind you that when messaging in, phoning or emailing in for a student who is off school we require an actual reason for the absence. If they attend and are too unwell to remain in school then they will be seen by one of our first aiders who will contact you.

Medical Appointments

If your child has an urgent appointment that cannot be taken out of school hours they are still required to be in school both before and after the appointment where possible. If you are not in before/after your appointment this will be classed as unauthorised.

You must provide an appointment card/letter for your absence to be classed as medical otherwise you will be marked in as late or as an unauthorised absence. Please note that we expect your child to attend school either side of their appointment where possible for authorised marks to be recorded.

- Being sent home - This will only be authorised if the school has contacted you and advised you that your child is being sent home.

- If your child calls you and you come and collect them this will not be authorised.
- Should your child call you please advise them that they should not be using their phone and need to inform their teacher who will contact a first aider to be assessed.

If the student needs to go home or has a medical issue that needs to be discussed further, a member of staff will contact you.

Persistent Absence

Persistent Absence is classed as any absence that equates to over 10% of the academic year at any given time. Any student who is persistently absent may be referred to and monitored formally by Staffordshire County Council. It is important that parents/carers and school work together to reduce absence and prevent legal action being taken as a result of persistent absence.

The thresholds are set out below:



FIXED PENALTY NOTICES FOR PERSISTENT ABSENCE

For a **First** offence the Penalty Notice fine would be:-

- £80 per parent, per child if paid within 21 days, rising to
- £160 per parent, per child if paid between 21-28 days

For a **Second** offence within 3 years of the first Penalty Notice being issued, the Penalty Notice fine would be:-

- £160 per parent, per child if paid between 21-28 days

Following the second offence **every new offence within the 3 year period will be prosecuted** under S444.1 of the Education Act 1996. I must advise you that if the prosecution takes place the maximum fine is **£1,000 per parent per child**. This reflects the seriousness on unauthorised absence from school.

Absence and holidays during term time (LOA Requests)

We ask all parents for their full support in ensuring that holidays are not taken during term time. There are 175 non-school days every year to take holidays and arrange other family visits and activities.

In line with Statutory Guidance, permission for holidays during term time will not be granted as a general rule.

However, a holiday form can be obtained from reception and submitted along with any supporting evidence. If there is evidence to support a leave of absence during term time and it cannot be avoided then a holiday form **must be completed and submitted in writing to the Attendance Team** at least 3 weeks/ or as soon as possible prior to the leave being taken. Once we have received and reviewed this, you will then be sent a decision letter informing you of the outcome of this request. If unauthorised, then you will be referred to and issued with a Truancy Penalty Notice fine by the Local Authority.

Holidays requested at the beginning of any new term or during assessments and GCSE periods cannot be authorised for **any reason**.

This follows the Local Authority Policy on attendance in school.

Where unauthorised absence is taken, a fixed penalty notice fine can be issued (Section 444(a) of the Education Act 1996 empowers the local authority to issue Penalty Notices to parents/carers).



Punctuality - Lateness

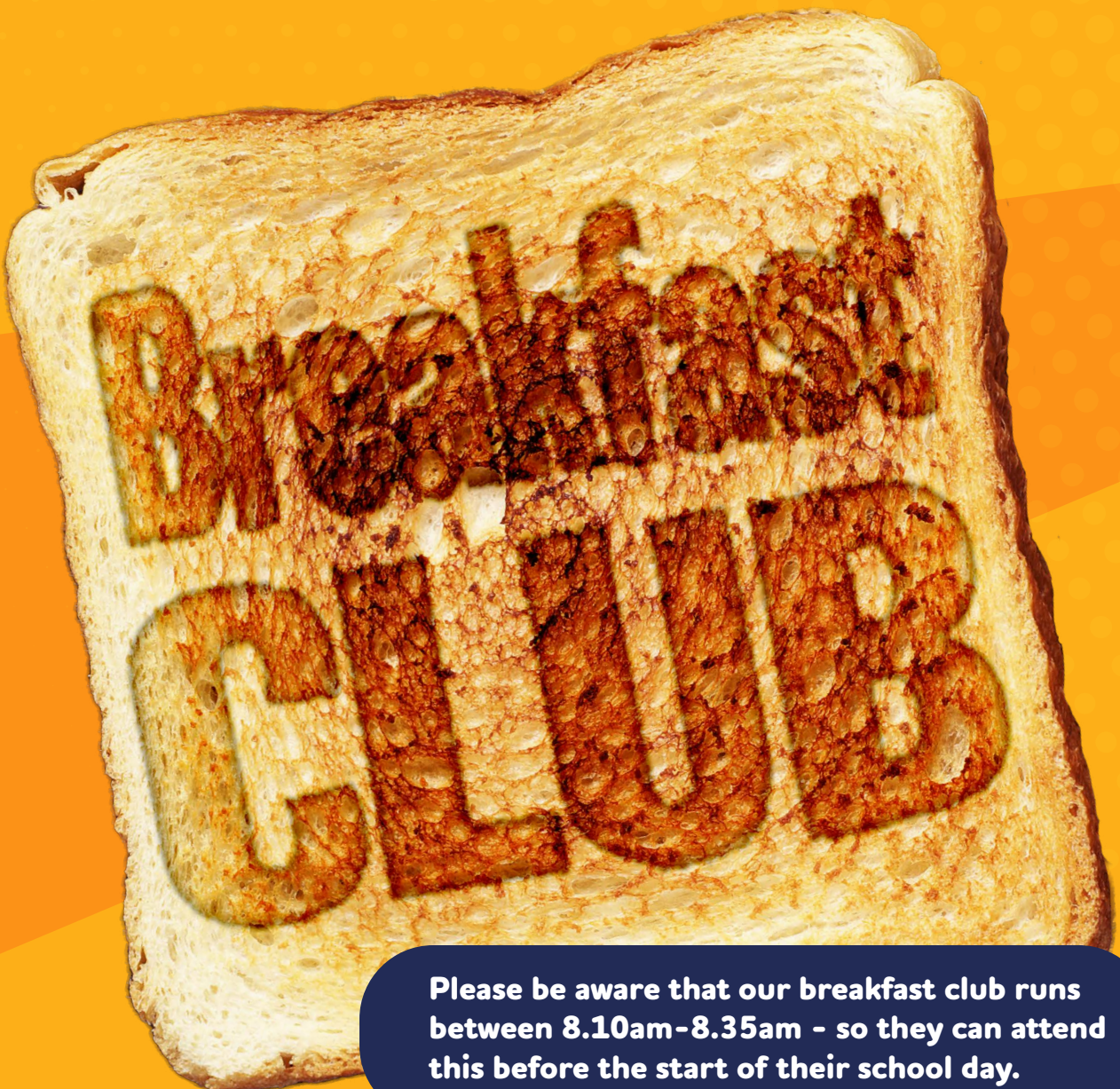
Making sure your child is at school and ready to learn, is key to ensure they do not miss out on key learning and start their school day unsettled..

We therefore encourage parents to have their child in school for 8:35hrs Monday to Friday so that they are ready for the start of their school day at 8:40hrs.

Students who arrive after 8:45hrs but before 9:10hrs will need to sign in at reception and then make their way to tutor time.

Students who arrive after 9:10hrs will need to sign in at reception and go straight to their current lesson, reception can assist with directions.

Any lates to lesson after the 3 minutes will result in a social detention so it does not have to be persistent it can be just one time.



Please be aware that our breakfast club runs between 8.10am-8.35am - so they can attend this before the start of their school day.

We understand that school mornings can be hectic, but...

**BEING 15 MINUTES LATE EACH DAY
IS THE SAME AS MISSING TWO WEEKS OF SCHOOL!**

See our minutes lost calculator below to find out how much school you miss each year if you are late:



BETTER LATE THAN NEVER - BUT NEVER LATE IS BETTER

If you require any support with attendance concern's please contact the Attendance Officer

• **01827 301800**

• **Email: attendance@lfata.org.uk (please state your child's full name, year group and reason for absence and share with any medical evidence you may have to support this)**

• **Absence could also be reported via Edulink**

If you have any other issues linked to their wellbeing, academic progress or behaviour that you would like to discuss then please contact your child's Personal Tutor or alternatively you could contact your child's Head of Year or Deputy Head of Year who would be happy to contact you to discuss this further.