

# Highfield Primary – Attendance and Punctuality Campaign April 2015 - Every Day Counts

Number of days absent = Attendance Percentage %



The following information explains the percentage of a pupil's attendance at school and what this means in days/learning missed. As a pupil's percentage falls, procedures are activated to help support and encourage regular attendance at school.

Attendance levels are calculated on a daily basis and all absences from school, including any term time absence (whether authorised or unauthorised), will all affect a student's attendance percentage.

You will usually be informed in writing at the end of each term should your child's percentage of attendance fall below 92%. Please ask to see Mrs Cricks, our Attendance Officer (AO) if you have any worries or concerns.

## Attendance Level 98% +

This is the equivalent of **4 days off** during the year. This is above average and represents **very good** attendance. **Thank you to all pupils and parents/carers who achieved this.**



## Attendance Level 95% to 97%

This is the equivalent of **5 to 9 days off** during the year. This is in line with the national average and represents **satisfactory** attendance.



## Attendance Level 90% to 95%

This is the equivalent of **10 to 19 days off** during the year. If your child's attendance continues to remain at this level or drops lower, school staff will become concerned about the potential impact on your child's academic progress and achievement. You will receive a letter from school and may be asked to come in for a meeting with Mrs Cricks, our AO to discuss how this can be improved; your child's attendance will be closely monitored.



## Attendance Level 80% to 90%

This is the equivalent of **20 to 38 days off** during the year. If attendance continues to fall you will be asked in for another meeting, where you will be informed that your child's attendance will now be unauthorised, which means evidence of illness (either copies of GP appointments or prescriptions) must be provided. If their attendance does not improve the **Education Welfare Service (EWS)** who are based at Enfield Civic Centre will be informed of your child's attendance level and you may receive a letter to arrange a meeting with them or a **home visit**. You may be put on a parent contract, to guarantee your child's attendance.



## Attendance Level less than - 80%

This is the equivalent of more than **38 days off** during the year. The Education Welfare Officer will have had at least one meeting with you. **If despite a parent contract with the EWS your child's attendance does not improve, a court assessment meeting may follow.** Then possibly the legal process in court will take place, where you can be fined up to £2,500 and receive a criminal record. **We hope it won't come to this, because this is a last resort but good attendance is vital to your child's success in school.**



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