

6th October 2023

Dear Parent/Carer

Attendance and Punctuality Policy 2023

At Chadsmead we strive to achieve 100% attendance with a minimum aim for all children to have at least 96% attendance. Every school day and lesson counts.

Our updated Attendance and Punctuality Policy guides you through the process. We have enclosed a copy of the policy and draw your attention to Appendix 3 and poster overleaf which highlights the Absence Data Chart.

Parent/carers do have a legal duty to ensure children attend school every day wherever possible and that they are on time and remain in school for the full day to access their education. School has a statutory responsibility to uphold this expectation and to have systems in place to monitor the attendance of all pupils.

Parent/carers should be aware that the attendance percentage is not the only indicator of concerning attendance. Frequent lateness and patterns such as regular Friday absences may also highlight a problem.

School work closely with the LA Early Help services and can make referrals for support where attendance is concerning. School will talk to you if they feel that an Early Help referral would be useful. Information regarding Early Help and attendance can be found on Staffordshire Connects website www.staffordshireconnects.info

Every school day matters as below illustrates:

98% attendance = 4 school days missed

95% attendance = 10 school days missed (2 weeks)

90% attendance = 20 school days missed (4 weeks)

85% attendance = 30 school days missed (6 weeks)

80% attendance = 38 school days missed (8 weeks)

Five minutes late each day = 3 days missed each year

If your child is unable to attend school for any reason, for safeguarding purposes, it is imperative that you telephone school or send a MyEd message before 9.30am.

If attendance or punctuality becomes a concern, your child will appear on the Attendance or Punctuality Risk Register. Below 96% Chadsmead will send a letter to parent/carers. If absences continue, we will invite you in for a meeting with your child's Phase Leader to discuss and put into place support / plans to improve attendance.

Parent/carers can keep up to date with their child's attendance through the MyEd app and the termly attendance letters. Please speak to the office team if you are not yet using this facility.

Yours sincerely



Mrs G Grainger
Headteacher

Absence Data Chart		
98%+	Outstanding Attendance	Risk Level 0
97 - 97.9%	Excellent Attendance	Risk Level 1
96 - 96.9%	Good Attendance	Risk Level 2
95 - 95.9%	Increasing Concern if further absences occur	Risk Level 2
92 - 94.9%	Significant Concern Attendance levels require improvement	Risk Level 3
Below 92%	Urgent Concern Attendance levels now critical	Risk Level 4
Below 90%	Urgent Concern Attendance levels now critical	Risk Level 4
85%	Urgent Concern Attendance levels now critical	Risk Level 4
80%	Urgent Concern Attendance levels now critical	Risk Level 4
50% or Below	Education is at critical risk	Risk Level 4
Chadsmead Primary Academy		