



ATTENDANCE

Attending school is essential if your child is to make good progress, achieve their academic potential, and consequently have better chances in life. At ICC every student is expected to maintain an attendance of at least 95%. A 'good' level of attendance would be 96% or higher.

Any student whose attendance is below 90% is disadvantaged, when compared to their peers who have higher attendance, and will underachieve in their academic attainment.

Types of Absence

Each absence is classed as authorised or unauthorised. Absences are coded as authorised where reasons are considered acceptable, and unauthorised where no explanation or unacceptable reasons are given.

Acceptable reasons

Illness

Your child may be too ill, to attend school, this will be counted as authorised absence. Where we have concerns over excessive absence patterns, through illness, we will arrange to meet you in order to gain a better understanding of the problem and offer support. We may require medical evidence.

Medical/dental appointments

We ask that you make every effort to arrange these appointments outside of school time. When this is not possible please collect your child from the reception and bring them back to school after the appointment. Please supply evidence of the appointments.

Emergency occasions

There are some occasions e.g. bereavement, family crisis etc, where it may be inappropriate for your child to attend school. Each case will be judged on its merits.

Approved public performances

If your child is invited to perform in a licensed show or concert please contact the school. Where possible such requests will be granted provided your child's education is unlikely to suffer, and their attendance is above 90%.

Unacceptable Reasons

If you are unsure whether your child's absence will be seen as unauthorised please contact us to discuss it, however things like a shopping or birthday trip, looking after other children, letting the Gas man in etc, will not be authorised.

Holidays

If you wish to take your child out of school during term-time please complete a Leave of Absence request form. Each case will be judged on the circumstances outlined in the request. However, it is not our policy to authorise holidays in term time.



Whenever your child is absent

If your child is absent you should contact the school, as soon as possible, on the first day of their absence, and again daily if they do not return the next day. Please also give your child a note for their tutor on their return explaining the whole length of absence. For absences of 3 or more days we may require medical evidence to support the absence, and we would ask that you obtain this evidence in case it is required by us.

You must report your child's absence every day, preferably **BEFORE** 9am. This can be done in several ways

- **24hr absence line** : **01293 842936**
- **Ring the main school number** : **01293 420500 (leave a message)**
- **email** : absence@ifieldcc.co.uk
- **My-ed app** : **messaging section -absence hotline**

We constantly monitor pupil attendance and encourage you to do the same. Your child should be aware of their attendance record, and, this can be seen on **Go4schools**. It is important that you are aware of your child's percentage attendance and share this with them, so that you can support and encourage them appropriately. The Government expects a minimum of 95% attendance from each student.

As you can see from research findings below provided by the DFE, good attendance improves a student's chances of achieving in school.

- Students who miss 17 days in a school year are likely to drop at least one GCSE grade.
- Students who have 25-30 days off in a school year have less than 50% chance of achieving 5+ GCSE's grade 9 – 4
- At 95% attendance a student will miss 10 weeks of school over the years 7 – 11
- 95% equals 9 days of absence which means 50 lessons missed

As a parent you are legally responsible for ensuring your child's regular attendance at school and failure to do so could lead to legal action being taken under Section 444 of the Education Act 1996, even if they are missing school without your knowledge.

Unauthorised absences will be referred to Pupil Entitlement : Investigation

A **fixed penalty notice** will be issued to all parents whose children have 5 days of unauthorised absence in a 10 week period. This is a £120 fine per parent per child.

A Non-attendance referral for prosecution and a much heavier fine will be issued to all parents whose child has unauthorised absence for 20 sessions(10 days) in a specified period.

Contact us

Please contact the school as soon as possible if there is a problem surrounding your child attending school. School staff would rather work with parents/carers to resolve poor attendance than resort to enforcement actions like Fixed Penalty Notices or Court.