

EDUCATION ATTENDANCE OFFICER (EAO) & PENALTY WARNING NOTICES

The school liaises with the Education Welfare Service to discuss attendance issues and the possible need to issue warning penalty notice.

Students who have 10 **unauthorised** sessions (5 days) within 12 weeks of school may be issued a Penalty Notice. This may result in a fine of £60 per child, per parent.

A parent who takes their child out of school after the Head Master has refused to authorise term time leave could receive a penalty notice.

Contacts for further information:

Education Attendance Officer

Tel: 01935 476130



LATE TO SCHOOL
LATE TO LESSONS
LATE TO WORK

BREAK THE CYCLE BEFORE IT
BECOMES A HABIT FOR LIFE

WHAT SEXEY'S IS DOING TO SUPPORT ATTENDANCE

At Sexey's, all members of staff understand the importance of good attendance, encouraging a positive ethos regarding attendance for all students. Attendance is monitored on a daily basis with any unexplained absence being investigated by a text message/phone call home. If contact with parents cannot be made through these methods, the absence will be recorded as UNAUTHORISED. **It is a parent's responsibility to inform the school of their child's absence from school.**

Those students whose attendance falls below 90%, thereby falling into the CONCERN band, will be referred to the Education Attendance Officer (EAO) who is part of the Local Services Team.

PARENT FAMILY SUPPORT ADVISOR (PFSA)

Sexey's has a Parent Family Support Advisor, Mr John Oliver. He works in partnership with families and the school, helping every child to be as successful as possible.

Mr John Oliver is in regular contact with the school. He can be contacted by phone or via email and can make a home visit if preferred.

Mobile number: 07557 481364

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ATTENDANCE
AT SCHOOL

GUIDANCE FOR
PARENTS &
STUDENTS



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@SexeysSchool



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Why is good attendance so important?

Research shows that there is a direct link between good attendance and achievement in school. Poor attendance can have a direct effect on a student's attainment and their future life chances.

For example, **90% attendance** might sound quite acceptable, but what it means in reality is...

- On average half a day's school missed every week. Would an employer think this is an acceptable rate of attendance?
- In one year, four whole weeks of schooling is missed.
- In five years, it would mean half of a school year is missed.
- And could result in a drop in GCSE grades in attainment in each subject.



Habits of poor attendance and punctuality in school are often repeated in working life, which is why employers do ask the school for such information as part of references.

It is the responsibility of parents or guardians to contact the school as early as possible on the first day of absence.

Categories of attendance

Attendance is reviewed regularly and students fall into one of the categories below:

100% Excellent	
97.5% Very Good	
95% Good	
Below 95% CONCERN: 1st letter from school	
Below 92% SERIOUS CONCERN: 2nd letter from school	

Education Attendance Officer (EAO) involvement

If a student falls below 92% there may also be a referral made to the Parent and Family Support Advisor. Once attendance falls below 95% it becomes a concern and a standard first letter will be sent. This will be followed by:

- A second letter at 92% indicating increased concern, requesting medical evidence for any further absences - this could be a copy prescription, appointment card, or a signed letter from the doctor.
- If attendance drops to 90% or lower, a meeting will be arranged to discuss the reasons for this low attendance. If there is no resulting improvement, the EAO may become involved. The EAO will become involved if your child has 10 or more unauthorised absences in a 12 week period and a penalty notice will be issued.

Guidelines on two common issues affecting attendance:

Term Time Leave

Students who are taken out of school during term time may find it hard to catch up and this can have a detrimental effect on their learning. The law states that parents do not have the right to take their children out of school for holidays during term time. This can affect exam results and is particularly harmful if the absence occurs in an examination year.

Any request for holiday (now called Term Time Leave) must be made **by completing the form on the website** in advance. Any unauthorised absence including taking Term Time Leave not agreed with the school, **may** result in a Penalty Notice being issued to each parent for each child.

The Head Master will only authorise Term Time Leave in **EXCEPTIONAL** circumstances in accordance with Department of Education (DfE) guidelines. It is not the school's responsibility to issue work during Term Time Leave as your child should be attending school.

Medical absence

We would not expect any parent to send their child to school if they are genuinely unwell. However, if your child is going to be absent for **three consecutive days** or more, we would request medical evidence to support authorisation of the absence.