



# Attendance and Punctuality Monitoring

Parent Guide

September 2022

Dear Parent/Carer

At West Derby School, we place great emphasis on attendance and punctuality. For a child to achieve their full potential, he/she must attend school regularly and on time. Our minimum attendance target for all students is 97%. Any figure below this will have an impact on your child's GCSE and A Level results.

This document outlines the various stages and triggers associated with poor attendance and punctuality.

As ever, we will continue to reward students who strive for and maintain excellent attendance. Thank you for your continued support with securing an excellent education for your child.

S Graham (Headteacher)



Raising attendance/**R**educing PA



# School Attendance

Good attendance is an integral part of a student's school career. Missed days equal missed learning, something which has been proven to adversely affect students in the future. West Derby School is committed to ensuring that your child receives an excellent educational experience. To deliver on this promise, students must attend school.

We will be taking a hard line approach on poor attendance, and would appreciate your support with this matter.



<b>School Target</b> <b>Cause for Concern</b> <b>Persistent Absence - EWO</b>	97%
	95%
	90%

% Attendance	Number of Days Off	School Weeks Missed	Lessons Missed
100%	0/190	0	0
97%	6/190	1+	30
95%	10/190	2	50
90%	19/190	Nearly 4	95
85%	29/190	Nearly 6	145
80%	38/190	$7\frac{1}{2}$	190
75%	47/190	$9\frac{1}{2}$	235

# Attendance Stages (Years 7-11)



## STAGE 1

- 3 day trigger, student has 3 absences
- Warning letter 1 sent home
- Monitoring period 1 begins

## STAGE 2

- 5 further days of absence (unauthorised unless valid evidence provided)
- Student referred to Attendance and Welfare Officer (AWO)
- Warning letter sent home
- Attendance panel convened with AWO/PPL and parent/carer in school
- Monitoring period 2 begins

## STAGE 3

- 5 further days of absence (unauthorised unless valid evidence provided)
- Penalty notice warning sent, if student has any further absences parent/carer will be penalty noticed by the local authority (£60)
- Attendance panel convened with AWO/Headteacher and parent/carer in school
- Monitoring period 3 begins

## STAGE 4

- 1 day of absence within 20 day warning period, penalty notice to be issued to parent/carer

## STAGE 5

- No further improvement in attendance, student/family referred to Education and Welfare Officer (EWO) at Liverpool City Council.



# Attendance Stages (Years 12-13)

## STAGE 1

- 3 day trigger, student has 3 absences
- Warning letter 1 sent home
- Monitoring period 1 begins

## STAGE 2

- 5 further days of absence (unauthorised unless valid evidence provided)
- Student referred to Attendance and Welfare Officer (AWO)
- Warning letter sent home
- Attendance panel convened with AWO/PPL and parent/carer in school
- Monitoring period 2 begins

## STAGE 3

- 5 further days of absence (unauthorised unless valid evidence provided)
- Attendance panel convened with AWO/Headteacher and parent/carer in school
- Monitoring period 3 begins

## STAGE 4

- 5 further days of absence (unauthorised unless valid evidence provided)
- Student place at Sixth Form terminated

# Punctuality



We place a great deal of emphasis on good punctuality. Students who are late for school will not achieve as well in their GCSEs and A Levels as their peers. Our school day starts at 8:45am, so we expect all students to be in school and ready to learn by this time.

If your child is late for school, he/she must sign a late slip with the reason for their late arrival and complete a same day detention after school for the amount they are late.

Continued lateness will be treated as absence from school and you may be penalty noticed by the local authority for failing to send your child to school.

Minutes late every day	Days lost per year
5	3
10	6.5
15	10
20	13
30	19



# Punctuality Stages

## STAGE 1

- Day late = after school late detention
- 3 day trigger, student has 3x L codes
- Warning letter 1 sent home
- PPL detention issued (45 mins)
- Monitoring period 1 begins

## STAGE 2

- 5 further lates (unauthorised unless valid evidence provided)
- Warning letter 2 sent
- Senior detention issued (1 hour)
- Monitoring period 2 begins

## STAGE 3

- 5 further lates (unauthorised unless valid evidence provided)
- Warning letter 3 sent
- Senior detention issued (1 hour)
- Monitoring period 3 begins

## STAGE 4

- 5 further lates (unauthorised unless valid evidence provided)
- Warning letter 4 sent
- Punctuality panel convened with PPL and parent/carers in school

## STAGE 5

- If lateness persists, student will be marked as 'O' unauthorised and referred to Attendance and Welfare Officer (AWO) to follow attendance stages (Key Stage 3/4 or 5 depending on student)



# Holidays

The law gives no entitlement to parents to take their child on holiday during term time.

Any application for leave must only be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Head Teachers would not be expected to class any term time holiday as exceptional.

Parents can receive a fine from the Council for taking their child on holiday during term time without consent from the school. The fines cost £60 per child per parent if paid within 21 days and £120 if paid between 22 and 28 days.

*(Liverpool City Council)*

**West Derby School will not authorise any holidays, under any circumstances.**

Cost



Vs.

Academic performance



Pupils without absence are 2.2 times more likely to achieve 5+ GCSEs grades 9-5 or equivalent and 2.8 times more likely to achieve 5+ GCSEs grades 9-5 or equivalent including English and mathematics than pupils missing 15-20% of KS4 lessons.

*(DfE The link between absence and attainment at KS2 and KS4 Report 2016)*