

Attendance: Play your part



Target for good attendance is 96% and over

Student

Get out of bed, dressed and to school on time and ready to learn every day unless you are too ill to come to school.

Parent/Carer

Make sure that your child attends every day unless they are too ill to come to school. Apply for leave if your child needs to be away from school for exceptional reasons.

Note: Holidays are not an exceptional reason for absence.

Tutor

Maintain the register and monitor the attendance of your tutor group.

Subject Staff

Maintain the register for your classes. Check students marked present in school are in your class. Take steps to account for students who should be there but have not turned up.

HLL & Pastoral Staff

Monitor the attendance in your house. Support families to get their children to school. Send attendance letters to parents. Refer to Attendance Services at the local authority.

Attendance Lead

Monitor attendance across the school. Liaise with HLLs to support families to improve attendance. Consider requests from parents for leave of absence. Prepare paperwork for court for prosecutions.

A persistent absentee has 90% or less attendance, which is 19 days or more days absence from school each year.