



15th September 2023

Dear Parents/Carers

Attendance at Glenmere is above the national average for schools, which is excellent, as we are ensuring our children receive the best education they can. It is important that as schools, parents and carers, we continue to understand the benefits of our children being in school and work together to achieve this.

Research has shown that good attendance can lead to the following benefits:

- Improved academic success
- Better reading skills
- Higher chances of earning a high school diploma and a college degree
- Higher pay in their careers
- Learning future skills, persistence, and grit needed to show up every day for college and work
- Better outcomes in GCSEs
- Not missing out on the social side of school life.

The DFE researched how attendance affects outcomes for pupils?

Being in school is important to your child's achievement, wellbeing, and wider development. Evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level results.

DFE research found that pupils who performed better both at the end of primary and secondary school missed fewer days than those who didn't perform as well.

The data also shows that in 2019, primary school children in Key Stage 2 who didn't achieve the expected standard in reading, writing and maths missed on average four more days per school year than those whose performance exceeded the expected standard.

Data from 2019 shows that 84% of Key Stage 2 pupils who had 100% attendance achieved the expected standard, compared to 40% of pupils who were persistently absent across the key stage.

What if my child needs to miss school?

The DFE guidance on attendance identifies that parents and carers have a legal duty to ensure your child gets a full time-education. Usually, that means going into school from the age of 5 to 16.

There are only a small number of circumstances where missing a school day is permitted. Your child must attend every day that the school is open, unless:

- Your child is too ill to attend.
- You have asked in advance and been given permission by the school for your child to be absent on a specific day due to exceptional circumstances.
- Your child cannot go to school on a specific day because they are observing a religious event.
- Your local authority is responsible for arranging your child's transport to school and it's not available or has not been provided yet.

What does your attendance data mean?

0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Glenmere attendance procedures

Below is a reminder of our attendance procedure and letters will come out week commencing 9th October for anyone that falls below 90% or 95%. A meeting with the headteacher will then be made if the child's attendance is below 90% at the end of term.

When analysing attendance, we are aware that children get ill and this brings their attendance down. All children below 95% will automatically receive the attendance letter at the end of each half term. Children with genuine illness are not a concern to us and we do look at each child's record and can see different patterns of absence.

Glenmere has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Weekly attendance data is given to the headteacher about whole school attendance, % of persistent absence, number of families that make up persistent absence, and pupil premium absence.
2. Contact is made with parents on each day for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the headteacher daily.
3. Any concerns about the absence of a child, or any uncertainty about the reasons given for the absence, may need a home visit to check on the safety of the child.
4. If children are to be looked after by other people for any period of time, written information regarding this will need to be given to the school.
5. If a child is absent during a period where they are being cared for by people outside of their immediate family, then a home visit may be completed.
6. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
7. If a pupil's attendance falls to 95%, at the end of the half term a letter will be sent to parents.
8. Once a child's attendance at the end of a half term falls below 95%, they will be added to the attendance monitoring register.
9. Consideration will always be made for children that fall below 95% due to childhood illnesses.
10. The attendance data for each child that falls below 95% will be analysed each half term to see if it is genuine illness, if there are any patterns of absence on particular days and whether there has been any unauthorised absence.
11. Further monitoring may be required on children that fall below 95% on consecutive years and a meeting with the headteacher may be made to look at this.
12. At the end of each term, if any child's attendance is below 90%, a meeting will be arranged with the headteacher and possibly the senior leadership team.
13. If attendance continues to be below 90% after the meeting with the headteacher, then a referral to the attendance officer may be made.
14. Medical evidence may be needed if a child is below 90% and continues to be absent from school.
15. If a child's attendance is below 90% at the end of the school year, their attendance will be monitored the following year.

16. Once a child's attendance falls below 90% at the end of a half term, they will be added to the below 90% register.
17. Once a child has had 10 or more school days off that are unauthorised then a referral to the Local Authority will be made.
18. If a child continues to have poor attendance (below 90%) and no improvement is made during the year, then a referral may be made to the attendance officer.
19. Meetings may also be made to see parents of children that are below 95% and unauthorised absence is taken.
20. A fixed penalty notice will be given for any unauthorised absence of 5 days or more for children in Year 1 to Year 6. For EYFS children that take 5 or more days unauthorised, a penalty notice will only be given if the child is statutory school age.
21. If your child is late, a reason must be given by the parent/carer to the office.
22. Children in Years 1 to 6 need to be in school by 8.45am, after 8.47am they will receive a late mark. In EYFS, children need to be in school by 8.40am and will be recorded late after 8.42am.
23. If your child is late and arrives without an adult, then a phone call home will be made to check the reason.
24. If your child is late on a number of weeks, then a letter will be sent to the parent's informing you that this will be monitored.
25. If your child is late on a regular basis and after the letter referring to the lateness, no improvement is made, then a meeting with the headteacher will be made.
26. Children that achieve 100% attendance will be given a certificate each half term.
27. We will give out weekly class attendance certificates.

Yours sincerely



Mrs S Conlon
Headteacher