



Attendance Newsletter Autumn Term 1 2023

Attend Today

Achieve Tomorrow

Hello, my name is Emma Silverthorne and I am the Attendance Manager at St Ivo Academy.



Welcome to the beginning of a new academic year ! As always, I am excited to be working with the young people and their families at St Ivo Academy and look forward to meeting you.

My approach to facilitating regular school attendance, is collaborative working between home and school. I believe it is important to establish and maintain open and effective lines of communication between school and home. Should your child have any difficulties around school attendance, please contact me on 01480 375423 or at emma.silverthorne@astreastivo.org.

I am confident that by working together, we can help our young people to achieve to their best ability, and this begins with attending school.

Kind regards

A handwritten signature in black ink, appearing to be 'Emma Silverthorne'.

**Mrs Emma Silverthorne
Attendance Manager
St Ivo Academy and Sixth Form**

Introduction

St Ivo Academy gives high priority to improving school attendance and punctuality.

Regular attendance at school is directly linked to exam performance which in turn leads to improved Post 16 outcomes and therefore better career prospects.

Attending school on a regular basis is not only important academically, but also instrumental in acquiring life skills such as effective communication and social interaction.

Research proves that there is a strong correlation between regular attendance and attainment and our aim is to raise awareness and highlight the benefit of school attendance whilst celebrating the achievements of our students.

Education for children and young people under the age of 18 year is mandatory.

- It is a parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil.
- If a student does not attend school or is not participating in an approved educational activity, they are classed as ABSENT. This means that if your child is off school for any reason, even if they are ill or have permission to be off school, they are marked as ABSENT. Any absence from school, be it authorised or unauthorised directly affects your child's overall attendance percentage.
- It is the schools' responsibility to record attendance and follow up absence
- The school retains the right to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- There is a duty on local authorities to put in place arrangements for identifying, and to follow up children missing education.

100% attendance is school is 190 days in school.

8 days of absence = 96%

12 days of absence = 94%

19 days of absence = 90%

29 days of absence = 85%

38 days of absence = 80%

47 days of absence = 75%

School attendance and COVID 19

Since March 2022 when the final Covid restrictions were lifted the UK Health and Security Agency (UKHSA) has advised that COVID-19 should be managed like other respiratory infections, such as flu.

COVID-19 presents a low risk to children and young people. This, combined with high vaccination rates in the population, means there are no longer specific rules relating to COVID-19 in schools, colleges, childcare and other education settings.

Reporting Absences

Attendance Absence Line : 01480 375400 option 1

Email: attendance@astreastivo.org



To allow us to safeguard our students it is important that the academy receives a message on **each day** of absence. The exception to this, is in the instance of a planned prolonged period of absence, such as recovery from a medical procedure.

When reporting a student's absence it is important that you clearly state the following:

- Student's Name
- Reason for absence
- Your name and relationship to the student

Simply stating that you child is "unwell" or "poorly" is not sufficient reason for an authorised absence and will be followed up for additional information. Should we fail to receive a specific reason for absence, then it will be recorded as unauthorised.

If we do not receive notification of a student absence, then contact will be made with the priority contact on our files. This will be in the form of a truancy email, followed by a telephone call home.

If there is still no confirmation of a reason for absence, then it will be marked on the student's attendance record as an unauthorised absence. An unauthorised absence affects your child's attendance percentage. If you do not provide a reason for absence then you should expect to receive a truancy letter from the Academy.

If your child needs to be absent from school for a planned reason, such as a medical appointment or day of religious observance :

We understand that arranging medical appointments outside of school hours can be difficult, however we do ask wherever possible, these are kept to a minimum and that students attend school before and after the appointment. In the case of a routine dental or medical appointment a maximum of a half day of absence will be authorised.

Please notify the academy at least 24 hours in advance of any planned medical absence, providing evidence in the form of an appointment letter or card in respect of the appointment. If evidence is not provided, then the absence will be recorded as unauthorised.

All students returning to school, or leaving early for an appointment, **MUST** sign in and out of school at student reception. This ensures that we can account for all students for safeguarding purposes and in the event of a major incident.

What can you do to help ?



- ✓ Report absences daily and on time (by 8.30am)
- ✓ Encourage your child to attend school regularly
- ✓ Arrange all non-urgent medical appointments out of school hours
- ✓ Support your child's education by ensuring they are punctual
- ✓ Encourage resilience and self sufficiency in your child
- ✓ Keep holidays for the holidays
- ✓ Be mindful of your child's attendance
- ✓ Work with us
 - ✓ if there is a barrier to your child attending school regularly, we are here to listen and help !

Holidays in Term Time

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. The amendments made clear that Head teachers may not grant any leave of absence during term time unless 'exceptional circumstances' exist.



Therefore application to remove your child from school for the purpose of a family holiday, will not be authorised. Should you decide to continue with the planned absence, it will be recorded as an unauthorised absence and a Penalty Notice will be issued upon the return to school.

Should you wish to apply to take your child out of school, a Leave of Absence Form MUST be completed and returned to the Attendance Manager at least 4 weeks before the first day of absence. Leave of absence form can be downloaded from the Academy website. Parents/Carers will be notified in writing whether the absence will appear as authorised or unauthorised on the attendance register.

Expectations of Attendance

- We expect our students to attend school 100% of the time.
- We expect our students to be punctual, arriving at school on time.
- We will support families who are experiencing difficulties ensuring their child attends on a regular basis.
- We expect parents to be supportive and work with the school when implementing alternative provision for school refusers.
- We expect parents/carers to notify the school on **each** day of absence.

Punctuality and Lateness

Students are expected to arrive promptly at school.



If a student arrives late to school, they are required to sign in at reception. Any student arriving late to school will be given a 40 minute, same day after school detention. Should a student arrive late on 2 or more occasions, then a Friday after school detention with a member of the Senior Leadership Team will be issued.

Addressing Poor Attendance

At St Ivo Academy, we take pride in our student's attendance. Records are monitored regularly, and patterns of absence identified. We communicate with parents/carers to offer support to overcome barriers and facilitate regular attendance.



Poor attendance at school inevitably leads to poor attainment and reduced outcomes for our students. When a pupil's attendance becomes unacceptably low, contact is made with parent/carers to discuss reasons for non-attendance. Strategies are put in place and where necessary outside agencies can be utilised to offer guidance and support for our families. Home visits and meetings with parents/carers may take place and the involvement of the Local Authority Attendance Officer may be sought.

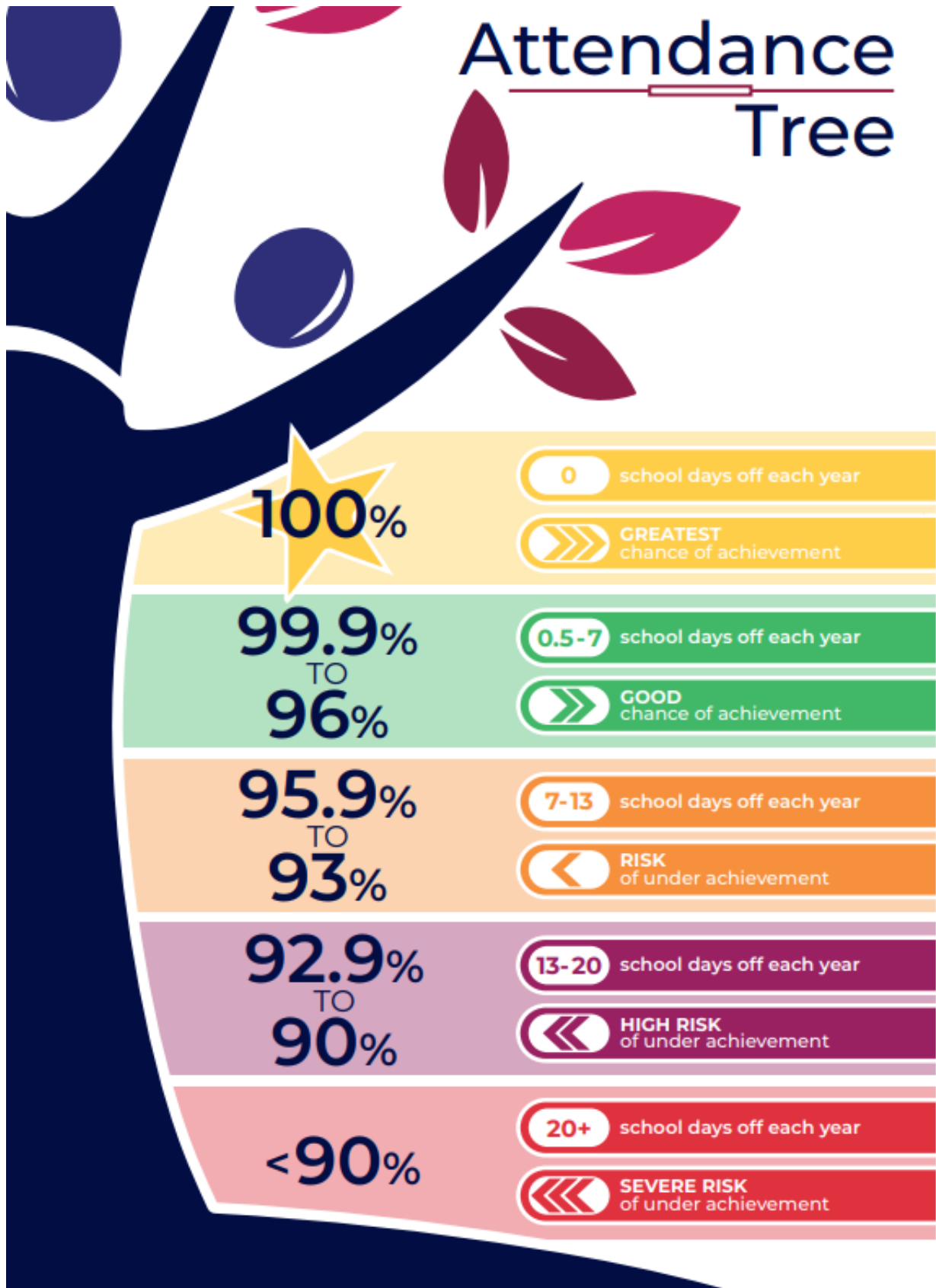
We are required, by law, to address poor attendance at school. This process entails sending letters home to parents/carers. In each of these letters there is very specific legal wording that we are required to use.

In extreme cases, if no improvement in attendance is seen, then the Local Authority will be contacted to issue a Penalty Notice for non-attendance at school. This is very much a final resort, when all other avenues of help and interventions have failed. To avoid reaching this stage, we ask for full engagement and a commitment to improve from parents and students.

Regular communication with the school is vital to ensure that families and students are able to receive the support they need to facilitate regular attendance.

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Attendance Tree



Here at St Ivo Academy we are committed to ensuring your child achieves the most from their time with us.

We are keen to work with you, supporting you and your child.

Please do not hesitate to contact us – we are here and happy to help.

For any queries relating to attendance, please contact:

Attendance Manager	Emma Silverthorne	Emma.silverthorne@astreastivo.org
Year 7 Student Support	Joanne Emmins	Joanne.emmins@astreastivo.org
Year 8 Student Support	Katie Carter	Katie.carter@astreastivo.org
Year 9 Student Support	Julie Dearnley	Julie.dearnley@astreastivo.org
Year 10 Student Support	Phil Vine	Phil.vine@astreastivo.org
Year 11 Student Support	Christian Evans (M,T,W) Nicky Tabb (Th,F)	Christian.evans@astreastivo.org Nicola.Tabb@astreastivo.org

School Matters!



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