

Mundeford Community Infants School



ATTENDANCE CHART

0-2 Days	99-100%	Excellent – children are accessing all learning opportunities	Class teacher to discuss absence and monitor	<ul style="list-style-type: none"> • Likely enjoyment of school • Positive friendships • Helping the class have best attendance • Motivated to learn
4-8 days off	96-98%	Good – very few learning opportunities are missed		
10 – 14 days off	93 – 95%	Risk of underachievement	Pastoral worker to discuss absence and monitor	Possible actions: <ul style="list-style-type: none"> • Letter from school office notifying attendance concerns & offer of support • Meeting with pastoral worker to discuss strategies to improve attendance • Attendance action plan (eg school nurse, GP, managing appointments, overcoming anxiety) in consultation with a senior leader • Letter of improvement when back in the green zone • Escalate to headteacher if no improvement
15 – 19 days off	90 – 92%	High risk of underachievement There may be: <ul style="list-style-type: none"> • Difficulty transitioning back to school • Difficulty engaging in lessons and following the Golden Rules • Friendship issues • Anxiety about attending school 		
20+ days off	Under 90%	Severe risk of underachievement	Pastoral / Headteacher to discuss absence and monitor	Possible actions: <ul style="list-style-type: none"> • Letter from the pastoral worker and / or headteacher meeting to discuss serious concerns • Fast track attendance action plan with 3 weekly monitoring • Local authority involvement & support • Attendance panel • Team Around the Family meeting • Home visits • Letter of improvement when moving back to the orange then green zone • Fines for unauthorised absence
28+ days off	Under 85%	Extreme risk of underachievement		

Processes for notifying and requesting absence from school

Parents are required to help the school by notifying them of all unplanned absences on the first day with a verbal message to either the school reception or the school attendance line (whichever is applicable to your child's school), or via email to the school office. Parents must continue to notify the school daily to explain their child's absence unless the length of absence has already been determined and explained from the outset. Any absence which is known in advance such as medical appointments should be notified to the school in writing beforehand. In the case of an un-notified absence, a member of staff from the office will contact parents and will continue to do so until an explanation for the absence is provided. If the absence remains unexplained then it will be coded as unauthorised.

If parents plan to take their child out of school during term time, then a form must be completed and given to the school office. The Headteacher will then deem the absence to be unauthorised for all situations other than for exceptional circumstances.

Authorised Absences include:

- Illness that deems a child 'unfit' for school
- Medical or dental appointments which cannot be arranged out of school hours
- Days of religious observance
- Leave of absence in exceptional circumstances as agreed by the Headteacher

Should a parent believe absence should be authorised but does not meet the above criteria it is vital that they contact the school to discuss the absence well in advance.

If attendance falls below 90% as a result of a child being deemed 'unfit' for school, then parents will be requested to obtain a medical note from a medical professional on a termly basis