






Parent and Student Friendly Protocols for Attendance

There are only 190 school days in the year.



Therefore, there are 175 days per academic year for family time, visits, appointments, trips, shopping etc.

Attendance %	Staff Supporting	Support that school can give	Impact on Outcomes
99-100% 	Form Tutor	<ul style="list-style-type: none"> • Warm Welcome • Praise and Rewards (e.g. 100% attendance certificates in assembly, phone calls home, post card home) • Well-being check-in on first day of absence • Early-intervention • Phone call home when attendance falls below 96% • Support with barriers to attendance – e.g. <ul style="list-style-type: none"> ○ spare equipment, ○ link between home and teachers, ○ support with peer issues ○ other 	<p>Excellent – Children are accessing all learning opportunities</p> <p>By GCSE - Very high likelihood (80%+) of achieving 5 or more grades 5-9 including English and Maths.</p> <p>There is a link between regular attendance at school and college and positive wellbeing across all groups of children and young people, highlighting the positive impact of face-to-face learning. Schools are essential to the development of effective speech and language skills.</p> <p>School attendance promotes social integration, civic engagement, and widens social networks.</p> <p>Schools play an important role in supporting the mental health and wellbeing of children (Department for Education (DfE), 2018) and are well-placed to provide interventions to build resilience in children, which is essential to mental health, learning and development.</p>
96-98% 			<p>Good – Very few learning opportunities are missed. ‘Catch-up’ is manageable for most.</p> <p>By GCSE - High likelihood (80%+) of achieving 5 or more grades 5-9 including English and Maths.</p> <p>Schools provide a wealth of opportunities for essential social and interpersonal development.</p> <p>School attendance therefore has a wider impact on skills for future employment.</p>
93-95% 	Year Team	<ul style="list-style-type: none"> • Praise / rewards for improved attendance (e.g. High Five award, post card home) • Phone contact home • Parental meetings • Additional support with barriers to attendance (e.g. equipment/uniform, liaising with teachers / heads of department, social support) • Concern / Medical evidence letter when attendance falls below 95% 	<p>Risk of underachievement – ‘catch-up’ becomes more challenging. Negative impact on social skills, speech and language development and opportunities for interventions.</p> <p>Close to more days out of school than in school.</p> <p>By GCSE - Likelihood of achieving 5 or more grades 5-9 including English and maths drops to just over 70%.</p>

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<p>90-92%</p> 	<p>Year Team Safeguarding Team Inclusion Team</p>	<ul style="list-style-type: none"> • Praise and Rewards (e.g. 100% attendance and improved attendance certificates in assembly, phone calls home, post card home) • Parental meetings • Attendance at Breakfast Club • Referral to EWO – for monitoring • YL, student & family develop PA/at risk of PA plan to improve attendance • Home School Link Worker contact / visits • Phone calls home by year team • Concern letter when attendance falls below 90-92% 	<p>High Risk of underachievement and decline social, emotional and communication skills.</p> <p>More days out of school than in school.</p> <p>By GCSE - Likelihood of achieving 5 or more grades 5-9 including English and Maths drops to 56.8%.</p>
<p>Under 89%</p> 	<p>Year Team Attendance Team Home School Link Worker EWO / Surrey IO</p>	<ul style="list-style-type: none"> • Praise / rewards for improved attendance School, student & family develop PA/at risk of PA plan to improve attendance • Three weeks monitoring plan • EWO home visit • Formal support with EWO • Potential for legal action through Surrey Inclusion Officer • Parental meetings • Medical evidence letter when attendance falls below 89% 	<p>Severe Risk of underachievement and decline social, emotional and communication skills.</p> <p>More days out of school than in school.</p> <p>By GCSE – Dramatic reduction in likelihood of achieving 5 or more grades 5-9 including English and Maths.</p>

