

What to do if I have a concern regarding my child's attendance?

If you have a concern regarding your child's attendance or if you are experiencing difficulties getting them to attend school, in the first instance, please contact your child's Class Teacher (Nursery to Year 6), Form Tutor (Year 7-13) or in more serious cases an Assistant to the Deputy Head in charge of your child's year group. The Designated Safeguarding Lead, who has responsibility for attendance will ensure that any attendance problems are resolved as quickly as possible in accordance with the Attendance Policy.

Staff responsible for Attendance



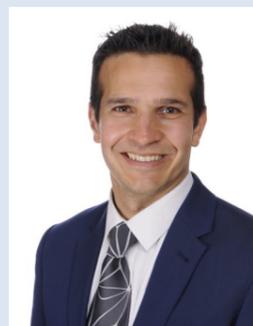
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If anything worries you or concerns you, report it straight away.

www.cliftonhigh.uk | 0117 973 0201

Reference: Keeping Children Safe in Education (September 2019)



Clifton High School
co-educational nursery pre-school to sixth form

School Attendance

A Guide for Parents
2019-2020

Clifton High School is committed to child protection and to safeguarding children and young people. We expect all staff, visitors and volunteers to share this commitment.

Our aim

Clifton High School's aim is to be in line with the Bristol Schools' attendance rate.

In January 2019, Bristol's first ever One City Plan was published. It is the product of Bristol City's commitment to come together and agree to work for a future wanted for Bristol by 2050. The plan is a first iteration, a starting point from which ever-stronger future versions will be developed beginning with a revised version to be published in January 2020.

As part of the Learning and Skills vision, the target by the end of 2020 is that the school attendance rate for Bristol Schools is 96%, by the end of 2029 this figure rises to 97% by the end of 2039, 98% rising to 99% by 2049.

Why have I been given this leaflet?

If a child of compulsory school age is registered at a school it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career.

The law says:

Under Article 45 of the Education and Libraries (Northern Ireland) Order 1986 ("the 1986 Order"), it is the duty of parents who have a child of compulsory school age to ensure their child receives efficient, full time education suitable to their age, aptitude, ability and to any special educational needs they may have. Such education may be provided by regular attendance at school or otherwise, for example home education.

Paragraph 3 (1) of Schedule 13 to the 1986 Order states that it is the duty of a parent of a registered pupil of a school to secure their regular attendance at school. This applies to all children of compulsory school age who are on the roll of a school. As a parent you are legally responsible for making this happen.

Clifton High's Attendance Policy can be found on the school website:

www.cliftonhigh.co.uk/policies

What is good attendance?

Excellent attendance at school is important to allow a child or young person to fulfil their potential. The guidance on school attendance below will help you make decisions regarding your child's absence from school, particularly planned absence.

Every single day a child is absent from school equates to a day of lost learning. Attendance percentages can be misleading.

Attendance	Days absent	Lessons missed
100%	0 days of absence	0
96%	7 days of absence equates to 1 week and 2 days of learning	42
90%	17 days of absence equates to 3 weeks and 2 days of learning	102
85%	25.5 days of absence equates to 5 weeks and 0.5 days of learning	153
80%	34 days of absence equates to 6 weeks and 4 days of learning	204
75%	42.5 days of absence equates to 8 weeks and 2.5 days of learning	255

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will have missed 102 lessons. When your child's absence falls below **96%** you will receive notification so that you can work with the school to see how your child's attendance can be improved.

What do I need to do?

To help your child maintain good attendance, please consider the following advice

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead
- Ensure that your child attends school daily. For the safety of all pupils it is important that the School is notified if your child is going to be absent by **8.30am of the day of absence**, using one of the following methods
 - Emailing absence@cliftonhigh.co.uk and for information, copying in your child's Form Tutor or Class Teacher
 - Telephoning 0117 973 0201 where you will be asked to specify the reason for your child's absence, including the nature of their illness where applicable
- Ensure your child arrives at school on time at 8.30am every morning. If your child is going to arrive late to School for whatever reason please notify the School on 0117 973 0201. Late pupils must sign in on arrival
- Take truancy seriously – if your child is not attending school as you expect, they may be putting themselves at risk – who are they with? what are they doing?
- Arrange dental and medical appointments outside school hours wherever possible
- Take family holidays outside term time
- Talk to your child about school and take an interest in their school work (including homework)
- Attend parent evenings and school events
- Praise and reward your child's achievements at school
- Always support school staff in their efforts to address difficult or challenging behaviour
- Discuss any problems or difficulties with the school – staff are there to help and will be supportive

What will happen if my child's attendance becomes a concern?

Each half term, you will be notified if your child's attendance at school has fallen below 90%. An Attendance Certificate will be included so you can see clearly when your child was absent and the reason recorded for the absence. Repeated absence or unusual patterns of absence can indicate that there is an underlying reason as to why your child is unable to attend school. If we suspect that this may be the case, we will ask to meet with you to see how we can help your child.