



Quick-Read Attendance Policy

For more detail, please read our full policy on the school website:
<https://www.colburn.n-yorks.sch.uk/why-is-attendance-important/>



What time does school start?

8:40am



How do I inform school about unexpected absences e.g. illness or medical appointments?

Ring school 01748 832676 and press option 1 to leave a message **OR**
Email school admin@colburn.n-yorks.sch.uk
 Let us know **as soon as possible** and by 9:00am at the latest.
 Let us know **every day** unless we know when they'll be back.

What time does school finish?

3:30pm



How do I let school know about planned absences?

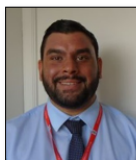
Ask the school office for a **Leave of Absence Form** (with as much notice as possible).

Who can I talk to if I am worried about my child's attendance?

We are all happy to help. Please talk to the office staff, Mr. Abdo or your child's teacher.

Which senior leader in school has responsibility for attendance?

Mr Abdo



Did you know?

Attendance **below 90%** is judged as '**persistent**' absence
 Attendance **below 50%** is judged as '**severe**' absence
Our school target is 97% attendance

What is school doing to encourage good attendance?

- Making school a happy and welcoming place to be.
- Class rewards.
- Sharing class attendance totals (celebration assemblies, newsletter, displays).
- Informing parents about their child's attendance.
- Identifying and working closely with families in need of support.
- Looking carefully at attendance data and trends for patterns and areas to improve.

- 1) Office staff will call by 9:45am. All other contacts will be called if there is no response.
 - 2) If they cannot reach you, the Office will send a text.
 - 3) If there is no response by 10:30am, our Pastoral Support Worker will visit your home for a welfare check.
 - 4) If there is no response, a note will be posted to notify you we've visited and requesting an urgent response.
 - 5) We may need to contact external professionals, or if seriously worried, the police.
- This is a very time-consuming and unnecessary process. Please call as early as possible (and before 9:00am) so that we know you and your family are safe.**

What will happen if my child does not arrive at school and school does not know where they are?

When does the Local Authority get involved in my child's attendance?

When a pupil has 10 or more **sessions** of **unauthorised** absence (**5 school days**), the attendance Fast Track process begins. The process involves an initial formal warning letter. If no improvement is made, a panel meeting is held. A legal meeting (PACE) is held next and a penalty notice and/or prosecution may be served if attendance continues to decline.

When will fixed penalties be issued?

For holidays taken in term time, a penalty notice of £60 per child will be issued (going up to £120 if not paid promptly). For persistent and severe absence, where support has been refused or has not been successful over a sustained period of time, the penalty notice is considerably more than a holiday penalty.