



# West Exe School

## Attendance

### January 2023

An average attendance of 80% or less across a child's school career adds up to missing a whole 2 years from school

### Tutor Group Attendance winners of the Autumn Term:

7PDW 97%

7BAL 96%

11VEG 96%

### How does lateness effect my child's attendance?

If your child arrives to school past 9.10am, 30 minutes after the first session closes, then they will be marked as unauthorised unless they have attended a medical appointment.

Persistent lateness will have a significant impact on your child's overall attendance.

If a child is late to school past 9.10am twice in one week then they will only be marked as attending 8 out of 10 sessions, 80% attendance for that week.

### When is my child too ill for school?

NHS guidance states that:

- Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).
- It's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes.

### Attendance Escalation

#### Level 1

Below 97% or 10 or more sessions of absence

- Letter 1 sent to parents/carers
- Tutor intervention - phone call

#### Level 2

Below 95% or 20 or more sessions of absence

- Letter 2 sent to parents/carers
- Head of Year and the Attendance Officer Intervention

#### Level 3

Below 92% and over 30 sessions of absence

- Letter 3 sent to parents/carers
- No sustained improvement to attendance - serious cause for concern
- Head of Year and Educational Welfare Officer (EWO) meeting with parents
- Case review with EWO

### Attendance message

Please could all parents/carers ensure they have informed the school of an absence **by 8:30am**.

If the absence is continual, the school must be informed **daily**.

If we are not informed **by 8:30am**, the absence will be unauthorised.

### What is meant by a session?

Each school day is made up of 2 sessions. There is an AM session and a PM session.

Example: If a pupil goes home at 12.00pm due to illness then they would miss one session.

### How can I help to prevent my child from missing school?

- Having a consistent morning routine
- Making sure your child understands the importance of good attendance and punctuality
- Taking an interest in their education - ask about school work and encourage them to get involved in school activities
- Discussing any problems, they may have at school and letting their tutor or Head of Year know about anything that is causing concern

### How to report an absence

Parents and Carers are responsible for informing the school of the reason for an absence on a daily basis by 8.30am. This is an essential part of our safeguarding procedures for missing students.

If we are not informed by 8.30am, the absence will be unauthorised.

Parents and carers can inform the school of absence in the following ways:

1. Send a message through the My Child at School app (MCAS) stating the date of absence and providing a clear reason for the absence.
2. Via email at [absence@westexe.devon.sch.uk](mailto:absence@westexe.devon.sch.uk) stating the date of absence and a clear reason for absence.