

# Attendance BULLETIN

December 2021

## Tutor Group Attendance Winners of the Week



**LAH**  
94.62%



**MLS**  
94.46%



**AJS**  
94.26%

## Attendance message

Please could all parents/carers ensure they have informed the school of an absence **by 8.00am.**

If we are not informed by that time, the absence will be unauthorised.

## What does overall attendance rate mean?

The total number of overall attended sessions for a student as a percentage of the total number of possible sessions.

Example: a student with a 95% attendance rate would have attended 95 sessions out of a possible 100 sessions (and been absent for 5 sessions).

## What does persistent absence mean?

A student is identified as a persistent absentee if they miss 10% or more of their possible sessions, and therefore have an absence rate of 10% or higher.

## Attendance Escalation

### Level 1

10 or more sessions of absence (5 days)

- Letter 1 sent to parents
- Tutor intervention

### Level 2

Continued poor attendance

- Letter 2 sent to parents
- Head of Year intervention

### Level 3

No sustained improvement to attendance - serious concern around attendance

- Letter 3 sent to parents
- Head of Year and Educational Welfare Officer (EWO) meeting with parents
- Case review with EWO

## Reasons for authorised absences

Absence for the following reasons is authorised, but patterns will be monitored and investigated if necessary:

- Illness
- Medical appointment
- Funeral
- Study leave
- University visit
- External examination

## Reasons for unauthorised absences

Absence for the following reasons is unauthorised:

- Looking after younger children
- Birthdays
- Relatives visiting
- Attending concerts/events
- Holiday during term time
- Resting after a late night
- Looking after sick relatives
- Any absence school not informed about

## Why good attendance is important:

### 90% Attendance

equates to half a day missed every week

### 90% Attendance

every year during secondary school equates to six months absence over 5 years

Research shows that 17 missed school days in a year will result in at least one whole GCSE grade drop in achievement

## How to report an absence:

Parents can inform the school of absence in three ways:

1. Call the main school number on 01354 652230, select the option to report an absence and leave a message giving the date of absence and clear reason for absence.
  2. Via email at [attendance@southdartmoor.devon.sch.uk](mailto:attendance@southdartmoor.devon.sch.uk)
  3. Call the school on 01364 652230 and speak to the Attendance Officer directly.
- Parents are responsible for informing the school of the reason for an absence **on a daily basis**, for each day of absence, **by 8.00am**. This forms part of our safeguarding procedures for missing students.