

South Dartmoor Community College and Atrium

Attendance BULLETIN

May 2022

Tutor Group Attendance Winners of the Month

 **EJT:** 98.96%  **LMV:** 97.92%  **KEM:** 97.41%

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.

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

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

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
 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.