



Attendance and Punctuality Guide for parents

Outwood Academy Danum

Sep 2023

The greater the attendance, the greater the achievement

- Parents/carers are supported, with a focus on positive and proactive solutions, to **encourage excellent attendance**.
- Excellent attendance requires a **three-way partnership** between students, parents/carers and our school.
- Achievement of students is **directly linked** to attendance.
- **Encouraging regular school attendance is one of the most powerful ways we can prepare our students for success, both in school and in life.**

What does good attendance mean?

- **Example:** A student in Year 7 has **90% attendance**. The student thinks this is pretty good. However, it is not!!
- This is because:
 - **90% attendance** is the equivalent of **½ a day** missed every week of the school year.
 - **90% attendance** over the school year would have students miss out on **19 days of learning**.
 - This is **95 lessons missed** over the school year. It is **almost impossible to catch up** on the missed learning from 95 lessons.

Percentages of attendance over a Full Year:

	Attendance	No. of days off (in a year)	Number of lessons missed (in a year)
Excellent	100%	0 days off	0 lessons missed
Good	97%	6 days off	30 lessons missed
Needs improvement	90%	19 days off	95 lessons missed
Concerns	85%	29 days off	145 lessons missed
Serious concerns	80% or below	38 days off	190 lessons missed

The greater the attendance, the greater the achievement

- Schools are **legally required** to take two registers – one in the morning and one in the afternoon. At Outwood Academy Danum, we take our morning register at **8:25am**, and our afternoon register at **12:00pm**.
- Persistent absence is defined as attendance which is **90% or less**.
- Research has shown that **achievement** is directly linked to attendance. Students with a **high level of attendance** perform **better** in **class** and in **examinations**.
 - A student's attendance can **affect the number of GCSEs** they will pass at **Grade 4** or above. Employers expect students to have a minimum of **Grade 4 in English & Maths**.
 - Students with over **90% attendance** are more likely to gain **5 or more GCSE** or equivalent qualifications.
- If your child has **not attended school**, and we have been unable to make contact with you, we may have to carry out a **home visit** to check they are safe and well, and to see if there is any support we can offer.

How can parents/carers support attendance?

- **Talk** to your child about school.
- Take a **positive interest** in your child's attendance and work, including homework.
- Attend **parent/carer consultation evenings**, forums and other school events.
- Arrange **appointments outside of school time** or consider only early morning or late afternoon appointments if not possible, ensuring your child attends school either side of the appointment.
- Take holidays only during the **school holiday** period

- Inform the **school's attendance team** immediately on the first day of absence, and any subsequent days.
- After **recovering from illness**, make sure your child makes a prompt return to school, showing resilience.
- Provide **medical documentation** for periods of illness / appointments.

What should I do if I'm worried about attendance?

- Contact the **school's attendance team** to discuss your concerns:
 - **Attendance Manager-** Mrs E Reading
 - **Attendance Officer-** Mrs T Houghton
 - **Attendance Assistant-** Mrs J Grayson
 - **Pastoral Support Assistant-** Mr J Beaumont
- We will set up a meeting to discuss any issues, as sensitively and positively as possible.
- If you want **external support** with your **child's attendance**, you can also contact the **Doncaster Your Place team** on **01302 736409** or LocalSolutionCentral@doncaster.gov.uk

Punctuality

- If a child is late but the register is still **open** they will be marked as **late**. If the register has already **closed** when a child arrives, it may be classed as **unauthorised absence** ("U").
- Arriving late to school **every day by 5 minutes** adds up to over **3 full days** lost per school year.
- If students are **late**, they will serve a **same-day late detention** at break time.

Any concerns or reporting of absence, contact:

attendance@danum.outwood.com

Phone- 01302 831385