



Norton College Attendance – A Guide for Parents

'Attend Today, Achieve Tomorrow'



Why is good attendance important?

Good attendance maximises your child's educational opportunities and helps them achieve their full potential. This in turn, improves their chances and choices in adult life. Regular attendance and punctuality prepares your child for the world of work, where good attendance and punctuality is required. Regular attendance at school improves your child's social skills and supports development of friendships and relationships.

What is good attendance?

We strive for 100% attendance for all students. We consider 97% attendance as good and students with attendance below this is a concern to us.

The Government considers that any student with attendance of 90% and below is a **persistent absentee**. We will work hard to reduce the number of students who are persistent absentees, in order to maximise educational opportunities for all students.

Students' end of year attendance percentage will fall by **1% for every 2 days of absence** they have during the academic year.

What are the academic effects of absence from college?

The Department for Education (DfE) published [research](#) in 2016 which found that pupils with **no absence** are twice as likely to achieve 5+ GCSEs at grades 9-4 or equivalent including English and mathematics than pupils who are persistent absentees (attendance below 90%).

Parents' Responsibility

- As a parent, you have a legal responsibility to ensure your child is educated;
- You must ensure that your child attends the school at which they are registered until the last Friday in June in the school year in which they reach the age of 16;
- Missing out on more time in the classroom risks your child falling behind. Those with higher overall absence tend to achieve less well in both primary and secondary school;
- School attendance will therefore be mandatory again from the beginning of the autumn term 2020. This means from that point, the usual rules on school attendance will apply;
- The Local Authority has a duty to ensure all parents fulfil their responsibility.





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Registers and absence

The register is taken at the start of every lesson and shows whether your child is present or absent. All absences will be followed up, including messages sent home to parents of students absent from period 1. It is vital your child is punctual to lessons to ensure they are correctly marked present.

Absences are either authorised or unauthorised. The law is clear that schools, not parents, authorise absences. You should contact the Attendance Office to ask permission for an absence or to explain why your child is unable to attend. If you don't get permission and keep your child off school, you will be breaking the law and may be fined or taken to court.

What to do if your child doesn't want to go to college

Don't ignore it - You will need to find out why and act accordingly:

Problems with learning - This may not always be obvious. Talk to your child and contact the school to discuss your concerns.

Problems at home - Bereavement, COVID 19 concerns, divorce, illness, housing problems, debt, stress and domestic violence will all affect your child. Contact us about pastoral support for your child.

Bullying - This can be a reason for children refusing to go to school and is a worry for parents. Contact us as soon as possible so we can help.

Illness/mental health - Any health problem that keeps your child away from school regularly should be investigated. Contact us as soon as possible to discuss how we can help. You may also need to contact your GP and/or seek specialist help.

What can parents/carers do?

- Take an interest in your child's school work and talk to your child about school;
- Support the school - attend parents' evenings and other meetings;
- Be positive about school, even if there are problems. Your child will not want to attend if they think you aren't happy. Contact us as soon as possible to discuss any problems so that we can support you to resolve them;
- Ensure your child attends every day unless they are too ill to do so, are showing COVID 19 symptoms or are self-isolating due to a positive COVID 19 test;
- Keeping your child off when it is avoidable gives them the message that school is not important. Many children have had many weeks out of school prior to the summer break and as a result children may feel they are behind in their studies. Norton College has adapted learning, teaching and college systems to enable students to minimise the effect of this time out of school **but this can only be effective if your child is in school.**

What can the Norton College do?

It is important that you let us know about any problems as soon as possible so that we can support your child to improve.

Support with learning - Support with particular difficulties; short-term help with study skills; look at your child's timetable/subject choices.

Pastoral support - Extra help for your child at times of crisis/stress; buddy/mentor support; counselling.

Support for parents/carers - Support for you to use Insight to monitor your child's attendance, help with your child's difficulties; links with outside agencies/ services who may be able to help.

What if attendance doesn't improve?

If your child's attendance doesn't improve despite support from Norton College, you will be seen to be failing in your responsibility to ensure regular attendance at school. The college can use a Fast Track to attendance process which could mean you are issued with a Penalty Notice if your child's attendance doesn't improve. Penalty Notices can also be issued for truancy, unauthorised leave of absence during term time and excessive unauthorised absence.



100% - 97% - Self-monitoring	Truancy call message sent on first day of absence if college has not received a message from parents/carer
96% - 92% - Form Tutor Monitoring	Mentor supports mentees by having informal conversations about absence. This is logged on the college MIS system. Medical evidence must be provided for absences.
91%-85% - Pastoral Leader Monitoring	Attendance monitored by Pastoral Leader and attendance panel meeting arranged. Students placed on 10 day monitoring. Statutory attendance proceedings may be started by the college. Home visits may also be carried out by school staff.
85% or below - Senior Leader monitoring	Possible fine "Fixed Penalty Notice" and parents/cares will be invited to a meeting involving the headteacher and/or governors leading to possible legal proceedings.