




Understanding Attendance Year 7-11

Attendance Information for parents, carers and guardians to support their child's behaviour for learning, academic progress and personal development

2024/25

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Introduction

The importance of attendance 2024/25



Dear Parent/Carer

Regular attendance at school is a critical and important factor in ensuring that children benefit fully from their full-time compulsory education. It is recognised nationally that those who have lower attendance achieve less well than those with good and excellent levels of attendance across their school life.

At Queen Elizabeth Grammar School our pastoral and curriculum teams monitor attendance closely and will contact families as any absence immediately stops the students learning and therefore their progress in each and every subject.

As our policy states, improving and maintaining excellent attendance is everyone's business. At Queen Elizabeth Grammar School we are here to help parents and carers keep their children in school so that they are ready to achieve every day.

We share information around attendance on an individual and whole school basis. In this booklet we aim to detail some of the facts around attendance and how we communicate, encourage and support attendance. This is done through form time notices, newsletters, postcards, individual letters home, push/text notifications, through the school website, rewards systems, information screens in the school, telephone calls home and face to face home visits and meetings with parents and carers where needed.

Please contact us if you need help, support or advice relating to any attendance and punctuality challenges you face no matter how small, short or long term they may be.

We are here to help, so where possible please inform us of issues that may lead to absence in advance. While we may not be able to authorise an absence, we will where possible, make adjustments so that attendance remains above our target of 96%.

Sincerely,

Mr. J Amps
Deputy Headteacher

Policies and action plans

Our Policy

Like almost all schools, we have an attendance policy and clear actions for supporting attendance.

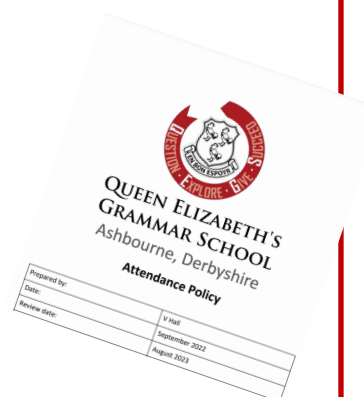
You can view, read and download a copy of our attendance policy and other information direct from our school website:

Key information for attendance link:

<https://www.queenelizabeths.derbyshire.sch.uk/key-information/policies/>

Policy URL:

<https://www.queenelizabeths.derbyshire.sch.uk/wp-content/uploads/sites/5/2022/12/Attendance-Policy-2022-QEGS.pdf>



Prepared by:	V Hall
Date:	September 2022
Review date:	August 2023

Our Process



As stated in our policy and the Department for Education Attendance guidance, it is the primary and legal responsibility for parents or carers to ensure that their child of compulsory school age attends a full-time education. At QEGS this means that each pupil is expected to attend the school every day.

In line with our multi-academy trust expectations, we at QEGS, provide information through the website and specific individual attendance information through the Go for schools parental portal that can be accessed through any android or iOS (apple) platforms App or website. If you need a reminder of your login details or do not yet have these, please contact our main reception desk.



Traffic Light Monitoring System

The importance of attendance

We use a 'traffic light system' to track, monitor and plan actions to improve attendance. The example provided suggests different actions that we may take at different levels of attendance.



96-100%

Attendance levels are good to excellent

Positive encouragement/incentives/rewards applied to help maintain high levels of attendance and recognise students within this area.



93-95.9%

Attendance levels beginning to cause concern

We analyse data and provide reports to regularly monitor attendance/reasons for absence and patterns. Letters from school staff warning parents of concern, offering support and advising that future absences will not be authorised unless medical evidence is provided are sent.



90-92.9%

Attendance levels causing more significant concern

Parents may be invited to a meeting or attendance panel at school and an Attendance Action Plan agreed. A date for plan to be reviewed is agreed at the meeting (A minimum of half a term is tracked at this point), individual attendance target set.



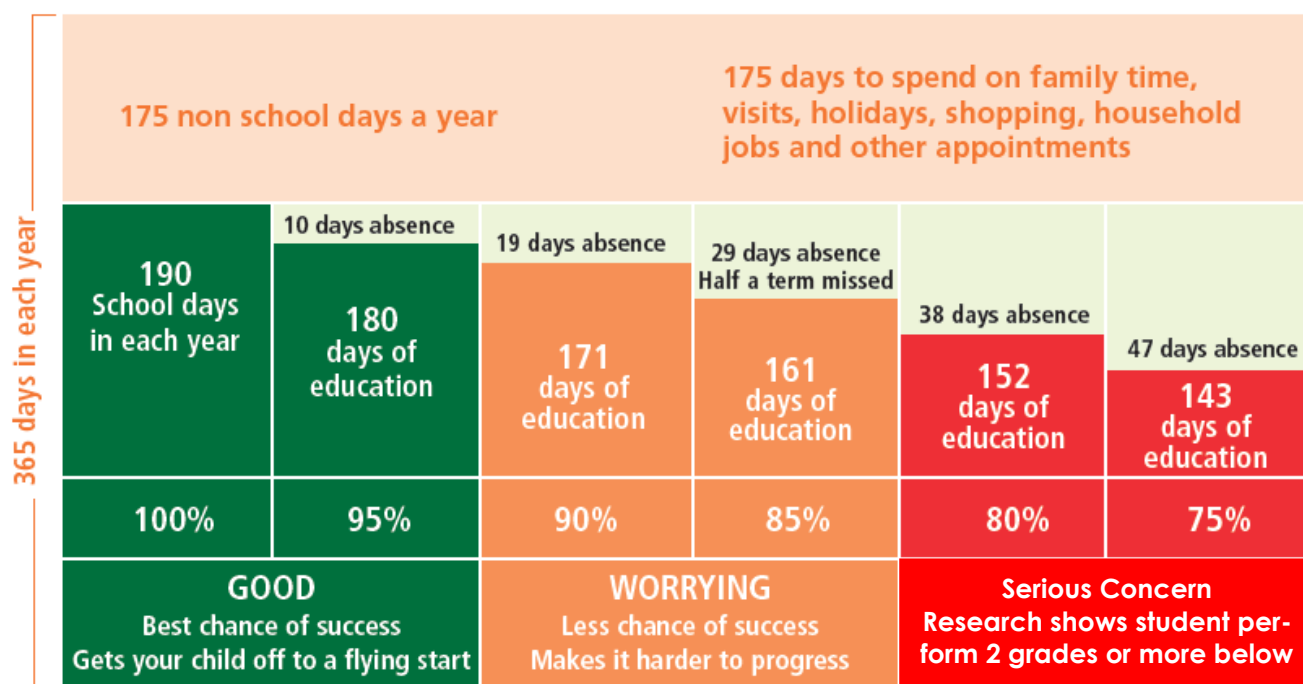
**Below
90%*
85%***

Attendance decreased to an unacceptable level

This is classed as persistent absence (1 day per fortnight or more average) and below persistent absence rate – despite communication and interventions by school staff
*Below 90% – refer to Family Support Services when complex issues are identified. **Below 85% – refer to Educational Welfare Service.

What do attendance percentages mean?

The facts about attendance based upon research



Missing out on lessons leaves children vulnerable to falling behind. Children with poorer attendance tend to achieve less in both primary and secondary school.

The Education (School Day and School Year) (England) Regulations 1999 require all maintained schools to open to educate their pupils for at least 190 days (380 sessions) in each school year.

Table 1 puts absence in the context of the days children miss at school based on a school being opened for 190 days per year and Table 2 puts absence in the context of the days children miss at school over a six week period (approx. half termly).

Table 1:

Days Absence	Year percentage
9.5 days	95%
19 days	90%
28.5 days	85%
38 days	80%
47.5 days	75%
57 days	70%
66.5 days	65%

Table 2:

Number of days absence	Attendance over a 6 week period (~ half a term)
1.5 days	95%
3 days	90%
4.5 days	85%
6 days (1 day off every week)	80%
7.5 days	75%
9 days	70%
12 days	65%

Punctuality as part of good attendance

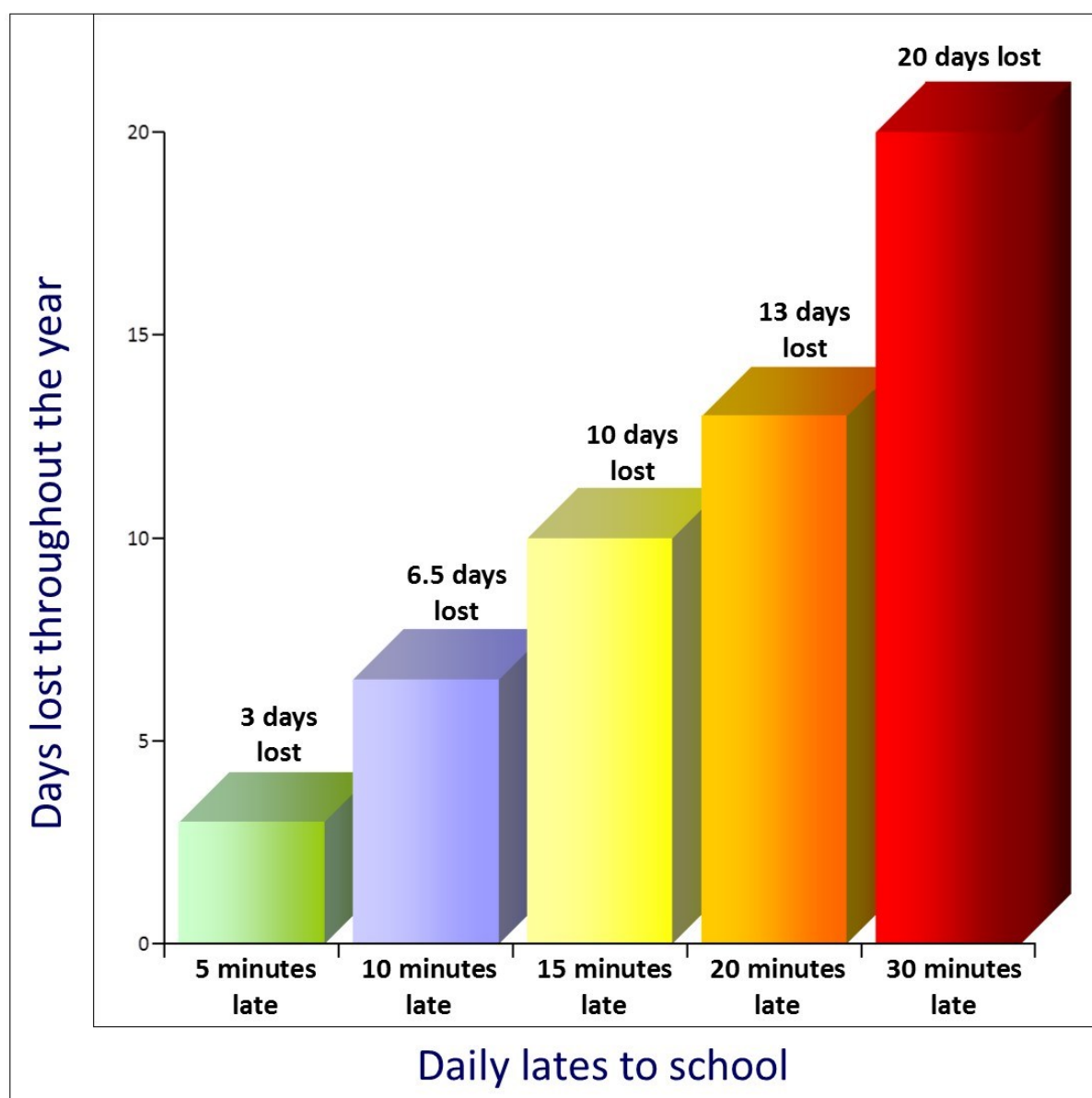
Being on time to school is as important as attendance itself.

At QEGS we have taught lessons right from our start time at 08:50am every day.

At QEGS we support students in making a positive and organised start to their day in form tutor time as well as delivering assemblies, personal social health education notices, careers and future pathways information and subject based interventions.

If a student is 10 minutes late to school every day, this equates to 6.5 days of absence in the year.

Being on time and getting in to good habits at school helps set students up for college and the world of work too as being organised and on time is a key factor for maintaining success later in life.



Reports and Attendance Contracts

Attendance Reports

If a student's attendance begins to cause concern we aim to explore and support the reasons for this.

As part of a support process a student may be placed on an attendance/punctuality report to their form tutor, progress leader or another of the pastoral team. These reports allow parents and students see in detail how attendance or/and punctuality to school or class is impacting their learning. It also allows them to see and celebrate improvement as targets are met.

While on report, students are still able to access rewards systems if their attendance during these periods meets the criteria set out for all students and additional bespoke rewards may be set as part of the report in consultation with the student and home.



The form is titled 'Attendance Report' and features a school crest logo. At the top right, it lists the values: 'Respectful', 'Responsible', and 'Ready to achieve'. The form includes fields for 'Student Name:', 'Current Attendance:', 'Personal Tutor:', and 'Date of Report: w/c'. The entire form is enclosed in a red border.

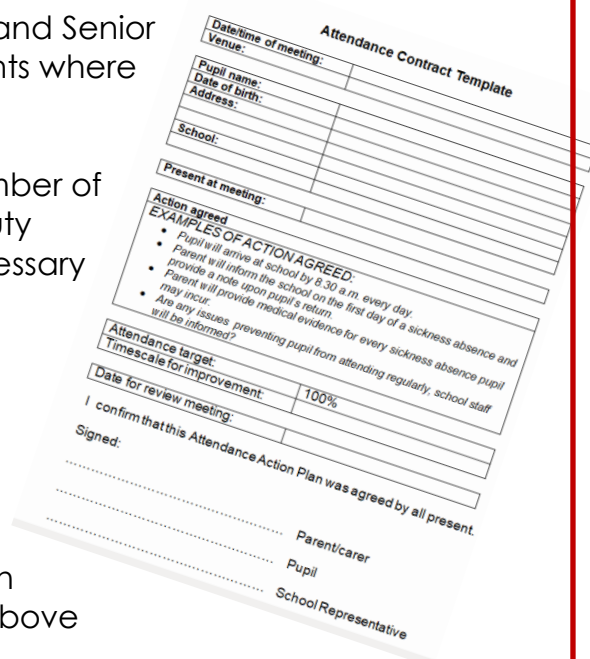
Attendance Clinics and Panels

As a school we convene half-termly Head or Year and Senior Leader led attendance clinics for parents of students where Attendance is a concern.

Attendance clinics and panels may include a member of our pastoral team, a senior staff member, our deputy headteacher and a governor where this is felt necessary as part of the school process following our policy.

Parents are invited into the school for the meeting and attendance targets for improvement are set as well as any support reviewed and needs discussed.

Any reports or contracts then remain in place for an agreed period of time and until attendance rises above persistent absence thresholds (90%+)



The form is titled 'Attendance Contract Template'. It includes fields for 'Date/time of meeting:', 'Venue:', 'Pupil name:', 'Date of birth:', 'Address:', 'School:', and 'Present at meeting:'. Below these is a section for 'Action agreed' with 'EXAMPLES OF ACTION AGREED' listed as bullet points. It also has fields for 'Attendance target:', 'Timescale for improvement:', 'Date for review meeting:', and a confirmation statement 'I confirm that this Attendance Action Plan was agreed by all present.' followed by signature lines for 'Parent/carer', 'Pupil', and 'School Representative'.

Prevention, Intervention, Persistent & Severe Absence

Letters home

At Queen Elizabeth Grammar School we want parents or carers to be fully informed as to what their child's current attendance is and what needs to be done.

There are a range of letters we use to make contact when attendance begins to cause concern.

These are intended to raise awareness and offer opportunities for support as well as explain where in our attendance system a child is.

Copies of all letters home are kept in a student's file so that we are able to monitor the support offered and what other options remain to improve attendance.

Dear *«salutation»*,
I am writing with reference to *«chosen_forename»*'s recent absence(s) from the academy and to take this opportunity to give you some information regarding the provision we are able to make for children, should *«chosen_forename»* feel unable to attend in the future.
We understand that the barriers to accessing education are wide and complex, and that some children find it harder than others to attend. We would like to work with you to identify and remove any barriers.
Some of the support we can offer is:
(Add/delete as appropriate)
If a child is feeling a little unwell in the morning, they may well improve during the day and therefore, it is usually better to send them to the academy and we can provide a quiet working area until they feel able to re-join their classes.
We also provide 'stationary' areas for children to work in, should mobility be an issue so that they do not have to move around the academy. We would also allow students to leave lessons early to avoid crowds should they have an injury.
We have a full time first aider at (insert academy name) that can assess the condition and, with your authorisation, administer medication should *«chosen_forename»* feel unwell after arriving at the academy.

Feedback

At Queen Elizabeth Grammar School we welcome your feedback and ideas.

If you feel that we can do more to support attendance please let us know by completing the online attendance feedback form on our website.

This link can be found on the main attendance page:

<https://www.queenelizabeths.derbyshire.sch.uk/parents/attendance/>



QEGS Attendance & Rewards

Rewards

At Queen Elizabeth Grammar School we have and continue to build and develop rewards to recognise good and excellent attendance as well as other positive behaviours that link to our whole school values of being respectful, responsible and Ready to achieve.



Rewards are a popular and motivating factor with catering companies brought in to school for student treats, trips and voucher schemes being well received by students and parents already. These will continue going forward to recognise those students who meet and exceed our expectations.

We believe that rewards are an important part of promoting good behaviours and habits around attendance and we use a variety of rewards as an incentive to improve attendance and punctuality. For instance, form tutors and year teams operate their own praise and reward praise postcard systems and provide individual and tutor group treats, certificates and awards.

The attendance of those children with 100 percent is celebrated in assemblies. Recognising and rewarding those children who have the most improved attendance also act as an encouragement to promote even better school attendance and some of our rewards will focus around 100% attendance during specific period so that everyone can aim to gain rewards that are on offer.

School form tutor periods

At Queen Elizabeth Grammar School our form tutors promote good attendance and inform students of their attendance every week. Students should be aware of their attendance, know what their percentage is and know if they are a good attender or someone who needs to see their attendance improve. For some students they may be on reports as described earlier in this booklet.

What to do if...

...Your child is unwell and unable to attend school

If your child is unwell and unable to attend school because of illness, you must phone to report the absence, before 9.00am on every day of absence. Please phone 01335 343 685 and press 1 to speak to Student Services. If the period of absence is greater than 3 days you must complete a reason for absence form. This will be given to students, by their Form Tutor, on their return to school as part of their re-integration process, and should be returned promptly back to reception. Provided that the reason for absence falls within the regulations set down by the Department for Education, the absence will be recorded as 'authorised'. Absence that falls outside these regulations, or is not supported by a return of the absence form, the absence will be deemed 'unauthorised'.

QEGS Attendance & Rewards

School attendance certificates and praise postcards

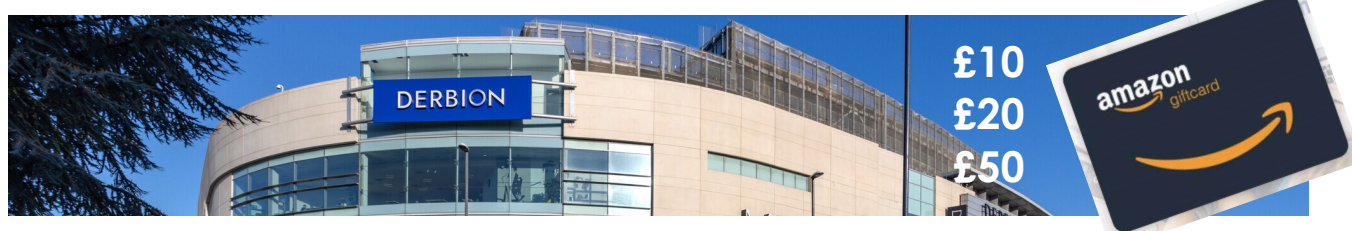
At Queen Elizabeth Grammar School we want our students to know that we value and appreciate good attendance and punctuality. While vouchers, trips and other rewards recognise these behaviours each half term or at the end of a full term, students who maintain 100% attendance or improve attendance after a dip, are recognised through the use of praise postcards and well done cards. These can be given by form tutors, progress leaders, and other pastoral staff. Members of our senior leadership team linked to your son/daughters year group may also write and hand out these too. Students will be given these to bring home with them, so that parents are able to recognise these achievements or they may arrive in the post. Please do join us in congratulating your young people when rewards are received.



Attendance/Behaviour Rewards Trips and 100 Club

Those with excellent attendance and good attitude and behaviour records may be eligible for our most significant reward trips.

The 100 Club is for those children who have 100 per cent attendance for a specified period of time, for instance, half term, termly or annual. For those who achieve this they will receive a prize or a treat, for instance, a cinema trip, school disco, restaurant passes, amazon vouchers or opportunities to attend trips



What to do if...

...Your child has a medical appointment during the school day

We request that all medical/dental appointments are sought out of school hours where possible, so as not to impact on learning. However, if your child has an appointment during the school day they should bring a copy of their appointment letter and/or a letter from home explaining the need to leave school early that day. Your child will need to have this letter signed by their Progress Leader and take it to Student Services to sign out at the agreed time. Where an appointment is morning based, a student should return after the appointment wherever possible and as soon after the appointment so as to miss as few lessons as possible.

This is the link to our leave of absence request form:

<https://www.queenelizabeths.derbyshire.sch.uk/wp-content/uploads/sites/5/2019/01/LoA-request-form.pdf>

