



Attendance and Punctuality Guide for Parents

Outwood Academy City



September 2024

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

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- Schools are **legally required** to take two registers – one in the morning and one in the afternoon. At Outwood Academy City, 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**, please make sure your child makes a prompt return to school, encouraging 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** Vacancy
 - **Attendance Officer** Mrs Angela Wragg
 - **Attendance Officer** Mr Spencer Robinson
 - **Attendance Assistant** Miss Daria Voinea
- You can also contact your child's learning manager.
- 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 [Sheffield Inclusion and Attendance Team](#) or seek legal advice by contacting attendlegal@sheffield.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"). A Government regulation change means that from September 2024, any child arriving more than **30 minutes late (8.55am)** will receive an **absent mark** for the morning.
- 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** for **30 minutes** and you will be sent a notification by text message.

Any concerns or reporting of absence, contact:

attendance@city.outwood.com

Phone- 0114 235 8120

How the Academy will respond to absence

- If a student is absent at morning registration without contact from a parent/carer to explain the absence, the Academy will contact parents/carers. We take our safeguarding responsibilities seriously and will always do our best to contact parents/carers to ensure that they are aware of their child's absence. Contact will be via automated message which will text mobile numbers for contacts with parental responsibility. Parents/carers are able to reply to the text message with a reason for their child's absence.
- If no response is received to the automated service, the Academy may telephone, or in some cases, make a home visit to parents/carers to fulfill our legal duty to establish the whereabouts of their child. Unexplained absences may be followed up by text, letter or email.
- Following an explanation from parents/carers regarding a student's absence, the Academy will decide whether or not this can be authorised in line with guidance from the Department for Education.
- An absence which hasn't been explained will remain as unauthorised.
- Attendance data will be used to identify patterns of poor attendance and shared with parents/carers on a regular basis to ensure we can work together to resolve any issues.
- We will work together with pupils and parents to understand barriers to attendance and look at how we work together to resolve this. Contact and support may be by any or all of the following: telephone, letter, meeting in school, home visit, formal attendance monitoring, involvement of the Local Authority.
- Where voluntary support isn't working or being engaged with, the academy staff and external partners will work with parents/carers to explain the consequences and ensure support is in place to enable families to respond.