



NINESTILES
AN ACADEMY

NINESTILES ATTENDANCE GUIDELINES

Dear Parents/Carers

We believe passionately that every school day matters in a child's education. This is backed up by significant amounts of research to show how crucial regular attendance is in ensuring children reach their full potential in our education system and develop into confident, well rounded adults who are equipped for life.

WHAT IS GOOD ATTENDANCE?

There are 190 school days each year. To ensure a child fully achieves their potential, they should be in school for at least 97% of this time. We expect all our students to attend school every day and be on time.

CAN I TAKE MY CHILD OUT OF SCHOOL FOR A HOLIDAY IN TERM TIME?

Our school actively discourages Parents/Carers making requests to take their child out of school during term time. The school is closed for 14 weeks of the year and Parents/Carers are expected to use this time for taking holidays and visiting family abroad. We have a request form that Parents/Carers in **exceptional circumstances** may complete and return to the Head Teacher for consideration. Families, who take their child out of school for unauthorised leave during term time risk receiving a Formal Warning or Education Penalty Notice (a fine). Ninestiles School has the full support of our Governors and the Local Authority in this matter.

WHAT DO I DO IF MY CHILD IS ABSENT FROM SCHOOL:

To report any absence or an attendance issue please contact our Attendance Officer, Mrs Biddle, on 0121 624 9070 (24 hour answer machine).

FIRST DAY OF ABSENCE

Text messages will be sent to remind Parents/Carers to contact us if their child is absent if the parent fails to make contact. Parents/Carers are expected to contact the school on every day of their child's absence before 9am.

WHAT ABOUT LATENESS?

The law states that Parents/Carers are legally required to ensure their children attend school regularly and on time. Persistent lateness is dealt with in much the same way as irregular attendance. Persistent lateness can be every bit as harmful to a child's education as missing school and could also result in legal action. We encourage all children to be in school before 8:30 am.

Hartfield Crescent, Acocks Green, B27 7QG | 0121 628 1311 | enquiry@ninestiles.org.uk

CAN I TAKE MY CHILD OUT OF SCHOOL FOR A MEDICAL APPOINTMENT?

Parents/Carers must avoid making Doctor/Optician and Dental appointments during the school day as this will affect their child's attendance – this is with the exception of some Hospital appointments. However, please note proof of any Hospital appointments will need to be seen prior to the appointment.

It is preferable to try and arrange these during holiday periods or at the beginning or end of the school day. Most medical appointments do not necessitate a full day of absence and it is the Parents/Carers responsibility to collect their child from school to take them to the appointment and then to bring them back to school once their appointment is over. Medical appointments should not normally result in a whole day's absence from school.

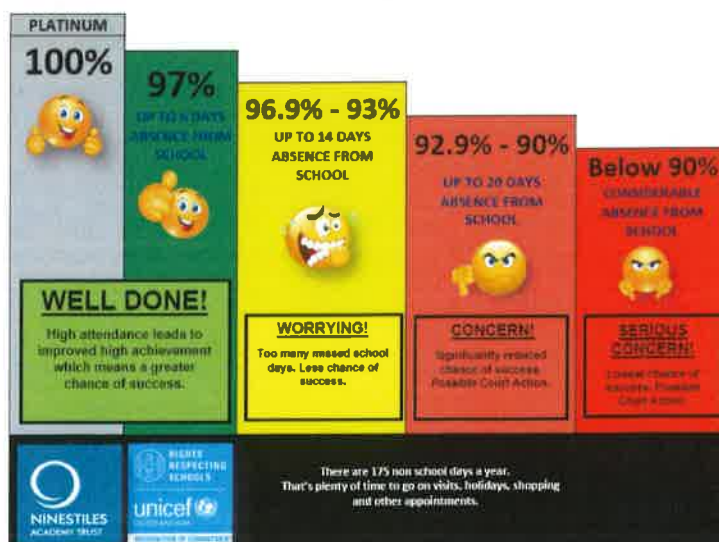
HOW DO WE DEAL WITH PERSISTENT ABSENCE?

Any student whose attendance falls below 90% will be classed as a Persistent Absentee or PA. Students with poor attendance could face legal action being pursued, on behalf of the school, by the Local Authority. Ninestiles School will continue to be robust in challenging absence from school and raising overall attendance to above the national expectation of 97%. As part of this we will continue to work with Parents/Carers and families to support excellent attendance from all of our students.

THE HARD FACTS:

At this point please can I draw your attention to the chart below which shows the amount of school days lost through absence. The impact of these lost days of learning disrupts the education of the individual student and the whole class. Research shows that students who do not attend school regularly do not achieve as well in examinations, find it difficult to maintain friendships, miss out on social events and are more likely to become involved in crime to name but a few.

All of our students should aim to have either Platinum or Green coloured reports. This represents the best school attenders. Student's attendance who fall into the Amber, Light Red or Red zones are a cause for concern and immediate action needs to be taken in order to improve this.



Finally, thank you for your ongoing support ensuring your child attends school every day and therefore maximising their potential.

If you have any concerns regarding any information on this letter please do not hesitate contacting the Attendance Team at Ninestiles School.

**Attendance Officer, Mrs Biddle, on 0121 624 9070 (24 hour answer machine) or
NinestilesAttendance@ninestiles.org.uk**

Signposting other relevant attendance documentation

- FAST-track attendance documentation
- Attendance Trust Policy - see main Trust Website

Should you require any of the above documentation to be translated into another language please make contact with school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Marie O'Toole', written in a cursive style.

Marie O'Toole
Assistant Principal for Attendance