

Attendance Summary for Families



Good school attendance plays an integral part in enabling our children to demonstrate the Carrington values.

In particular, children who attend school everyday will be more successful in building **confidence**, being **ready** to learn and striving for **excellence**.

We hold the highest expectations for attendance for all of our children:



**96% minimum
for every child**

Every Day Counts

	%	Days Missed	Lost Learning
Trigger Level	95%	10 days (2 weeks)	50 hours
Cause for Concern	94%	11 days	55 hours
	93%	13 days	65 hours
Serious Concern	92%	15 days	75 hours
	90%	19 days	95 hours
Critical	Below 90%	At least 21 days	At least 105 hours

Every Minute Counts

Minutes late each day	Missed learning time (per year)
5	3 days
10	6.5 days
15	10 days
20	12 days
30	19 days

What you can do to support high expectations of attendance and punctuality

- Promote our minimum expectation of 96% at home
- Don't let a cold, headache or feeling 'under the weather' be an excuse to miss school
- If your child feels better, contact us to see if they can attend school later the same day
- If your child is upset, bring them to school and talk with a member of staff who will gladly support you
- Do not take extended leave, including family holidays, during term time
- Arrange medical appointments outside of school hours where possible

Attendance Summary for Families

<p>What we do to promote high expectations of attendance and punctuality</p> <ul style="list-style-type: none"> • Create a warm, friendly and positive learning environment where children enjoy coming to school. • Recognition for classes with the highest attendance. • Work together with families to improve school attendance. 	<p>What we expect from you if your child is absent</p> <ul style="list-style-type: none"> • Attend attendance meetings when requested on the date/time arranged. • Inform school on the first day of absence before 9:30 via phone (0115 9156825) or email (admin@carrington.nottingham.sch.uk). • Explain reasons for child's absence. • Be honest and open with school so we can work together. • Actively engage in attendance support processes. 	<p>Our response to attendance concerns</p> <table border="1" data-bbox="1525 327 2107 1029"> <tr> <td data-bbox="1525 327 1713 502">Below 96%</td> <td data-bbox="1713 327 2107 502">Monitoring letter, informing you of attendance</td> </tr> <tr> <td data-bbox="1525 502 1713 678">93% - 95%</td> <td data-bbox="1713 502 2107 678">Arrange an attendance meeting to create an attendance improvement plan</td> </tr> <tr> <td data-bbox="1525 678 1713 853">90% - 92%</td> <td data-bbox="1713 678 2107 853">Letter advising that Education Welfare Service will be informed</td> </tr> <tr> <td data-bbox="1525 853 1713 1029">90% or below</td> <td data-bbox="1713 853 2107 1029">Letter advising that a referral to Education Welfare Officers could be made</td> </tr> </table> <ul style="list-style-type: none"> • We know our families well and, on some occasions, an individualised response may be taken, in line with DFE guidance. 	Below 96%	Monitoring letter , informing you of attendance	93% - 95%	Arrange an attendance meeting to create an attendance improvement plan	90% - 92%	Letter advising that Education Welfare Service will be informed	90% or below	Letter advising that a referral to Education Welfare Officers could be made
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<p>Requesting Absence from School</p> <ul style="list-style-type: none"> • Leave of absence during term time can only be granted in exceptional circumstances. • Parents/carers must complete a 'Leave of Absence' form, obtained from the office at <i>least two weeks before the planned absence</i> (this includes for religious observance). • Non-attendance for a holiday will be recorded as an unauthorised absence and affect your child's attendance percentage. • Penalty notices may be issued by Education Welfare as a result of unauthorised holiday/leave of absence during term time. • One day for each religious festival is counted as authorised absence. 	<p>What to expect from us in response to absence</p> <ul style="list-style-type: none"> • School will contact you that morning if we receive no contact from you. • In some cases, we may also make a home visit to discuss the absence. • Ask for reasons of absence. • If you work with a social worker, we may contact them. 									

Visit <https://www.carrington.nottingham.sch.uk/information/policies> to read the school attendance policy in full