



Gusford Primary School

"Promoting Achievement and Success."

Attendance Policy

Person Responsible: Headteacher, Family Engagement Manager

Policy Review: October 2016

Next Review: October 2017

This policy document has been adopted by the whole Local Governing Body and is signed by the chair of governors on its behalf.

CHAIR OF GOVERNORS

HEADTEACHER

DATE POLICY WAS ADOPTED BY THE LOCAL GOVERNING BODY: October 2016

The policy once consulted on at local level needs to be subject to ratification by the Board of the Active Learning Trust or a committee acting for that Board.

DATE POLICY WAS RATIFIED BY THE ACTIVE LEARNING TRUST: October 2016

Aims

The aim at Gusford Community Primary School is to provide an environment which encourages all pupils to attend school regularly and punctually. This is vital if we are to ensure they succeed in school and in their future lives. If children are not in school it is difficult for them to learn what is being covered in school.

The whole school community has the responsibility for promoting excellent attendance.

In the Green Zone

The school is now targeting pupils attaining 96% or above in attendance. Pupils with this attendance are 'In the Green Zone' and pupils in the Green Zone at the end of each half term are rewarded with a 'Green Zone' Certificate.

Green zone 96% or above	Amber zone 92% to 95.9%	Red Zone 85% to 91.9%
Pupils with this attendance are 'In the Green Zone' and pupils in the Green Zone at the end of each half term are rewarded with a 'Green Zone' Certificate.	An amber letter is sent to amber families warning that attendance is amber and needs to improve & how can we support. A meeting is arranged with a Family Engagement Worker.	A Red letter is sent to red families inviting in for a discussion on their attendance concern. Pupil action plan completed with the Family Engagement Team Manager and member of headship team

Promotion of attendance

Promotion with parents	Promotion with children
Letters home on what process is and importance of good attendance	Assembly with children on what poorly looks like and who goes into school
Weekly promotion of current attendance in the foyer and on the website	Termly certificates if in the Green Zone. 96% or above
Information for parents on 'What does poorly look like?'	Certificates if improvement and a child has moved out of an Amber or Red zone
Parents quotes and tips in a newsletter	Award at the end of the year for 100% attendance eg Attendance Awards Tea (Tea with headship team and plaque/badge each)
	Attendance cup awarded each week in celebration assembly for best class in Y3-6 and YR-2
	PSHE to cover attendance as part of PSHE
	Late gate - Once a half term. Some senior staff on late gate.
	Early bird stickers for those on time on an occasion the week following a 'Late Gate'.

Progress Monitoring

The Family Engagement Team attendance lead and the headteacher will regularly monitor how children's attendance is improving and target next steps for families. They will also undertake vulnerable groups analysis to ensure all children are targeted to improve attendance.

School responsibilities

Office	Teachers	Family Engagement Team
Process late attendees and entering onto SIMS	Helping children understand that they were missed when they were absent	Monitor Red & Amber Zone children's attendance
Provide the class data for the attendance cup announcement and to go up in classrooms	Promote weekly class attendance cup	Meet with Red & Amber Zone parents regarding attendance
Uploading attendance data onto First day absence calls are made as a matter of priority after registers have closed SIMS ready for analysis.	Taking the register accurately and liaising with the office and Family Engagement Team when there are concerns about attendance.	Promote 'what is poorly' with children to help them understand when they should be in school.
Pass on holiday requests for approval by the headteacher or EWO.	Keep parental correspondence regarding attendance in the register and filing half termly	Analysing attendance data and promoting it with staff & parents.
		Liaise with the EWO over attendance. Refer children of concern to the EWO eg Red
Headship Team		
Monitor Red & Amber Zone children's attendance	Meet with Red Zone parents regarding attendance	Promote attendance in the attendance assembly award
Review groups data re attendance		

Parents' Responsibilities	Pupils' Responsibilities
<ul style="list-style-type: none"> Ensuring they arrive at school safely, on time and prepared for the day 	<ul style="list-style-type: none"> Be clear on and follow school procedure if late or absent

<ul style="list-style-type: none"> • Notifying the school on the first day of any absence 	<ul style="list-style-type: none"> • Arrive to all lessons promptly, prepared and ready to learn
<ul style="list-style-type: none"> • Avoiding, where possible, medical/dental appointments for their children during school hours 	<ul style="list-style-type: none"> • Aim, where possible, to speak with a trusted adult if they are having difficulties which may prevent them from attending school regularly
<ul style="list-style-type: none"> • Promote regular school attendance and punctuality 	<ul style="list-style-type: none"> • Seek written notification of absences from their parents and pass notes onto their class teacher
<ul style="list-style-type: none"> • Follow school procedure if their child is late 	
<ul style="list-style-type: none"> • Avoiding, unless in exceptional circumstances, absences during term time. Holidays will be unauthorised. 	

Term Time holidays

From the 1st September 2013, the Department for Education (DFE) amended the regulations surrounding holidays in term time. The DFE has removed references to family holiday and extended leave as well as the statutory threshold of ten school days. These new amendments make it clear that Headteachers or Principals may not grant any leave of absence during term time and gives no entitlement to parents to take their child on holiday during term time. This extends to observance of Religious festivals or requests from employers for parents to take holidays during term time. **In line with the Suffolk County Council Protocol, unauthorised absence, including for holidays, can result in a penalty notice fine. This fine is for £60 per child per parent. This includes natural parents, those with parental responsibility, those who have the care of that child through marriage or living together and those who do not necessarily live with the child.**



2014

SCC_Penalty_Notice_

Lates

When a child is late it unsettles them and affects their relationships with other children and means they miss important learning. The Family engagement team monitor lates and where there are regular lates the team will contact the family and discuss ways to improve timekeeping.

Definition of absences

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Appendix One - A GUIDE FOR STAFF

Appendix Two - CHANTRY CLUSTER ABSENCE REQUEST FORM

Appendix Three - Suffolk Penalty Notice Information

Appendix Four - GUIDE FOR PARENTS

Appendix Five - LETTER TO PARENTS - AMBER

Appendix Five - LETTER TO PARENTS - RED

Appendix Six - EWO invitation to attendance panel

Appendix One - A GUIDE FOR STAFF

REGISTRATION

Calling of the registers:

- Classroom teachers are responsible for attendance registers (a list of recommended register codes is attached)
- Registration is 8.50 - 9.00am and 1.15 - 1.20pm (KS2) 1.10-1.15pm (KSF&1). Registers will be taken in these times by the class teacher or authorised adult and the register sent to the office. Pupils enter school at 8.50a.m. and 1.10p.m (KSF&1) and 1.15pm (KS2).

- Registration timings

Morning	Afternoon KSF&1	Afternoon KS2
8.50 to 9.00am - marked ✓	1.10-1.15 - marked ✓	1.15-1.20 - marked ✓
9.00 to 9.20am - marked L	1.15 - 1.40 - marked L	1.20 - 1.40 - marked L
9.20 am onwards - marked O - Unauthorised late	1.40 pm onwards - marked O - Unauthorised late	1.40 pm onwards - marked O - Unauthorised late

- If a pupil fails to arrive before the register closes, he/she will be marked absent

Who will amend the register?

- Pupils who arrive after the KS2 gate has shut or after the classroom door has shut should enter the school via the front entrance foyer and be recorded as present by the school office. Those who arrive after registration has closed will be recorded as L in the register by the office staff.
- If an unacceptable explanation for the late arrival is not received from the parents the register will show an **unauthorised absence**.

Monitoring Procedures

- The FET team liaise with attendance administrator on attendance issues and follow up with the EWO or particular cases.
- Teachers are to highlight children they have concerns about with the FET team.

Appendix Two - IP2 letter in response to holidays

Amendments to Penalty Notices Code of Conduct to tackle non-school/academy attendance

Reducing absence from school is a key priority both nationally and locally. In Suffolk, we appreciate that the majority of parents ensure that their children attend school regularly. With effect from 1 September 2014 the Education Attendance Service on behalf of Suffolk County Council will be issuing fixed penalty notice fines when unauthorised absence occurs and where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school. There will no longer be any warning letters sent to parents/carers.

It is important that you ensure that your child(ren) attend school regularly and if your child is absent from school you must make the school fully aware of the circumstances. Please remember that schools are limited in the reasons they can accept for absences and they are required to notify the local authority if a pupil is regularly missing from school for unacceptable reasons.

Penalty Notices

What is a Penalty Notice?

The law says that parents/carers, whose children of compulsory school age, are absent from school without good reason are committing an offence and the parents/carers may be prosecuted in the Magistrates Court.

Suffolk County Council Education Attendance Service is responsible for deciding when to issue Penalty Notices.

When will a Penalty Notice be issued?

The Education Attendance Service aim to work with schools and parents/carers to improve pupil attendance but will issue a Penalty Notice fine when unauthorised absence occurs **and** where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school.

Suffolk County Council will issue each parent/carer with a Penalty Notice fine for unauthorised absence.

There is No Statutory Right of Appeal once a notice has been issued. There are limited circumstances in which the fine may be withdrawn.

How do I pay the Penalty Notice fine and what happens if I do not pay?

Details of payment arrangements will be included on the Penalty Notice fine. The penalty must be paid in full.

Currently the penalty is £80 if paid within 21 days, increasing to £120 between 21 and 28 days.

If the penalty is not paid in full within 28 days of the issue, the local authority is required to start legal proceedings against the parent/carer in the Magistrates Court for the original offence of failing to ensure the child attends school regularly. Currently this may lead to a fine of up to £1000.

Payment of the Penalty Notice discharges a parent's/carer's liability for the period to which the Penalty Notice relates.

Tackling Non-Attendance:

- Increases children and young people's opportunities
- Increases children's attainment
- Makes children safer
- Reduces anti-social behaviour
- Reduces the risk of children becoming involved in crime and involved in alcohol/substance misuse

What can I do to help my child attend school regularly?

- Send your child to school on time every day.
- If your child is unwell, contact the school on the first day of absence and return your child to school as soon as possible.
- Make sure your child knows you do not approve of them missing school.
- Take holidays only during school holidays.
- Make sure your child goes to school with the correct uniform and equipment.
- Take an interest in your child's education.
- Talk to staff as soon as any issues arise.

Appendix Three - Suffolk Penalty Notice information

Amendments to Penalty Notices Code of Conduct to tackle non-school/academy attendance

Reducing absence from school is a key priority both nationally and locally. In Suffolk, we appreciate that the majority of parents ensure that their children attend school regularly. With effect from 1 September 2014 the Education Attendance Service on behalf of Suffolk County Council will be issuing fixed penalty notice fines when unauthorised absence occurs and where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school. There will no longer be any warning letters sent to parents/carers. It is important that you ensure that your child(ren) attend school regularly and if your child is absent from school you must make the school fully aware of the circumstances. Please remember that schools are limited in the reasons they can accept for absences and they are required to notify the local authority if a pupil is regularly missing from school for unacceptable reasons.

Penalty Notices

What is a Penalty Notice?

The law says that parents/carers, whose children of compulsory school age, are absent from school without good reason are committing an offence and the parents/carers may be prosecuted in the Magistrates Court. Suffolk County Council Education Attendance Service is responsible for deciding when to issue Penalty Notices.

When will a Penalty Notice be issued?

The Education Attendance Service aim to work with schools and parents/carers to improve pupil attendance but will issue a Penalty Notice fine when unauthorised absence occurs and where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school.

Suffolk County Council will issue each parent/carer with a Penalty Notice fine for unauthorised absence.

There is No Statutory Right of Appeal once a notice has been issued. There are limited circumstances in which the fine may be withdrawn.

How do I pay the Penalty Notice fine and what happens if I do not pay?

Details of payment arrangements will be included on the Penalty Notice fine. The penalty must be paid in full. Currently the penalty is £60 if paid within 21 days, increasing to £120 between 21 and 28 days.

If the penalty is not paid in full within 28 days of the issue, the local authority is required to start legal proceedings against the parent/carer in the Magistrates Court for the original offence of failing to ensure the child attends school regularly. Currently this may lead to a fine of up to £1000.

Payment of the Penalty Notice discharges a parent's/carer's liability for the period to which the Penalty Notice relates.

Tackling Non-Attendance:

- Increases children and young people's opportunities
- Increases children's attainment
- Makes children safer
- Reduces anti-social behaviour
- Reduces the risk of children becoming involved in crime and involved in alcohol/substance misuse

What can I do to help my child attend school regularly?

- Send your child to school on time every day.
- If your child is unwell, contact the school on the first day of absence and return your child to school as soon as possible.
- Make sure your child knows you do not approve of them missing school.
- Take holidays only during school holidays.
- Make sure your child goes to school with the correct uniform and equipment.
- Take an interest in your child's education.
- Talk to staff as soon as any issues arise.

Penalty Notice Referral Form

Pupil's Legal Surname: _ Pupil's Name known as: Address: _____ _____ _____ Tel No: _____	Forename: _____ DOB: _____ Ethnicity: _____ First Language: _____ School: <u>Gusford Primary School</u> Year Group: _____ Unique Pupil Number [UPN] _____
---	---

Name(s) and DOBs of parent(s)/carer(s) with whom child lives: _____ _____	
Name(s) and address(es), of others with PR: (1) _____ (2) _____ _____	

Attendance that relates to this referral:
 [Registration Certificate is acceptable]

WB	Mon	Tues	Wed	Thurs	Fri

I hereby certify that on or betweenday of 20...
 to the..... day of ...20... inclusive, he/she had
 unauthorised absence from school.

The Suffolk County Council Code of Conduct sets out the procedures and
 terms under which Penalty Notices can be issued in Suffolk. Authorised
 persons will issue Penalty Notices in compliance with this Code in order to
 ensure that the powers are consistently applied.

Where a child has been identified for the first time with unauthorised
 absence;

Signed /Name of Referrer: A Drake

Print Name: Mrs A Drake

Date: _____

Send via: Post / Fax [01473 216852 for the attention of Lead Attendance Officer /
 Email: Penalty.Notice@suffolkccsx.gov.uk

For Office Use Only:

Referral received : _____ (date) Post / Fax / Email

Penalty Notice issued: _____ SCCPN: _____

Appendix Four - GUIDE FOR PARENTS

We know that absence from school most often falls into six categories:

- family holidays taken in term time
- family bereavement, illness or celebrations e.g. weddings, birthdays
- minor illness
- recurring symptoms of a recognised, medically diagnosed chronic illness
- activities relating to hobbies and pastimes
- unexplained

In the last academic year the government redirected schools not to authorize ANY holidays taken in term time.

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

This may seem unfair as we all know that many available family holidays are much more expensive during the scheduled school holidays. This is something that affects all families in all schools and is not unique to Gusford. Whilst we can understand why some families will make this choice, particularly at a time when finances for many families are stretched, we cannot authorise any holiday during term time. **Unauthorised absence, including for holidays, can result in a penalty notice fine. This fine is for £60 per child per parent. This includes natural parents, those with parental responsibility, those who have the care of that child and those who do not necessarily live with the child.**

Remember... 'If they are not in school they are not learning.'

When children are absent from school they can:

- Struggle in their peer group, finding friendships harder to keep and that friendships can 'move on' whilst they are absent.
- are more likely to struggle with the transition to secondary
- cannot achieve their full learning potential
- cannot find a comfortable way to really belong and be a part of all the school activities that are there to be enjoyed.

At Gusford we want to change this, and give every child

- the chance to achieve their learning potential
- the chance to make and keep good friendships that will help them through all their learning years
- the chance to begin to understand, experience and learn to cope with, the demands that the working world will put upon them as young adults.

Research supports that children thrive, blossom and achieve their potential when they:

- have good morning and evening routines
- attend school on every day that they should
- arrive to school on time
- arrive prepared and happy to learn

Children worry and become unhappy when:

- they feel they are missing out
- they feel their friends are 'moving on'
- they feel they are behind in their school work
- they are often late and disrupt the class that are already working
- they do not have their PE kit or other things that other children have brought in to school (because those children were in school to get the information letter to give their parents)

..and of course the longer and more often children are away from school, the harder it becomes for them to want to return and settle in.

There are many reasons for absence from school and at Gusford we recognize and respect that life events can play a part in whether a pupil is in school or on time.

However we also know, that at Gusford:

- children miss a significant number of learning days because of minor ailments (coughs, colds etc)
- Children miss a significant number of learning days because of unauthorised holiday in term time
- Children miss a significant number of learning days because of other matters ('other' can often include sibling illness, birthdays, visits to distant family, lack of available transport etc)

We can also divide pupils into three groups

- those where attendance and lateness is good to excellent
- those where attendance and/or lateness is sometimes an issue and could quickly be improved
- those where attendance and/or lateness is a real and continuing problem and will benefit from a Parent/Pupil Plan to support the pupil/family and improve attendance.

Our aim is to work with parents and carers to improve attendance and lateness and as a consequence, improve children's learning achievement.

Please understand - **we will not, and do not**, intend to embarrass parents or punish children for absence or lateness, but this **must** improve and we must all be accountable for how Gusford pupils are helped to achieve. We recognize that our approach needs to change and that for some families these changes might be difficult at first, but please support what we are trying to achieve by making sure:

- children have an age appropriate bedtime and are not too tired to learn.
- children have a healthy breakfast
- children are early or on time for school (arriving between 8.40 and 8.50a.m.)
- children who have coughs and colds and minor ailments are brought to school.
- children are not taken out of school for routine optical and dental appointments (these can be made for after school or in school holidays)
- children are always in school unless they are genuinely too poorly to attend or there is an exceptional circumstance eg family emergency.

What does 'poorly' look like?

Sometimes illness in children is easy to spot, with some easily recognizable symptoms:

- High temperature/Fever
- Skin Rash
- Vomiting and/or diarrhoea (Children who have had a bout of vomiting or diarrhoea should be absent from school until 48 hours after the last bout.)

- Runny or blocked nose/sore throat/cough

But at other times it can be difficult to tell if children really are poorly. Sometimes a 'tummy ache' (or perhaps a headache in older children) is because a child is worried about something and is not because they need to be absent from school. They can quickly get into the habit of saying they are unwell as a way of expressing other needs. Children are very good at reading the smallest things about their parents – so if you feel a little bit under the weather they can become attuned to this and make excuses not to come into school, especially if they are struggling with learning or friendship issues or if there are circumstances in and around the family that are making life more difficult than usual.

So, unless a child has the above named symptoms we would ask that you bring them into school **even if they say they are 'poorly'** – and even if they are a bit under the weather they may soon feel much better being occupied and with their friends. If they don't, and they tell adults at Gusford that they are unwell then we will contact you to collect them.

If you have any concerns about illness and infection the Health Protection Agency have a good website.
<http://www.hpa.org.uk/Publications/InfectiousDiseases/Factsheets/>

When Family Life Gets Extra Difficult

Family life can be very hard. For some families this can be on-going, for others certain circumstances can make life hard – close family or friend bereavement, parental separation, serious illness – are just a few of the events that can cause family distress and contribute to children missing school and being continually late. But these are often the times when continuing to get children into school can actually relieve the pressure on a parent, and children will benefit from:

- normal school routines
- a break from the upset at home whilst in school
- their upset being understood by others outside the family which makes them feel cared for in the wider world

In difficult circumstances, parents and other family members will benefit from:

- knowing their child is safe and well and being cared for in school
- the opportunity to discuss adult only matters without children becoming upset
- the opportunity to get on with practical arrangements that might need to be made

At Gusford we now have the **Family Engagement Team**. We have a wide and varied role in school and we work with pupils and parents/carers to improve the quality of both school and home life. We are small but growing!

If family life suddenly seems more difficult (for whatever reason) let us know so that we can find ways to support you until things get better.

We offer **Parent Support Sessions** - come to the school office or telephone to make an appointment with us. If we are unavailable at the time, we'll get back to you as soon as we can. When we can, we offer **'Here and Now'** discussions when parents /carers/pupils are experiencing a sudden, urgent problem. We offer **Parent/Pupil Plans** – an opportunity to work out a plan to improve things both at home and in school.

We can understand why, when a problem arises, parents want to speak with the Head teacher, but in a big and busy school, senior staff are (quite rightly) concentrating on learning and achievement. (All the staff at Gusford have a responsibility towards the care and welfare of pupils, but the Family Engagement Team have a particular 'helping' role.) And, if we cannot help, we can often find a service that can!

Appendix Five - LETTER TO PARENTS - AMBER

Date:

Dear (Parent/Carer)

Re: Attendance – **Amber** Zone

As you will be aware, at Gusford we use three zones to categorise attendance:

- The **Green** Zone – 96% and above
- The **Amber** Zone – 92% - 95.9%
- The **Red** Zone – Anything below these figures.

Your child's attendance is currently % and therefore falls within the Amber Zone. This level of absence from school will almost certainly affect his/her learning and achievement and may also adversely affect his/her friendships and sense of wellbeing within school.

Please telephone the school as soon as possible to make an appointment to meet with the Family Engagement Team to discuss the issues affecting his/her attendance so that we can put strategies into place that will support your child, and/or you as a family to improve attendance.

We look forward to meeting with you and working together towards making and sustaining this improvement.

Yours truly,

Marie Cridge
Family Engagement Team Manager.

Appendix Five - LETTER TO PARENTS - RED

Date:

Dear (Parent/Carer)

Re: Attendance – **RED** Zone

As you will be aware, at Gusford we use three zones to categorise attendance:

- The **Green** Zone – 96% and above
- The **Amber** Zone – 92% - 95.9%
- The **Red** Zone – Anything below these figures.

Your child's attendance is currently % and therefore falls within the **RED** Zone. This level of absence from school will almost certainly affect his/her learning and achievement and may also adversely affect his/her friendships and sense of wellbeing within school.

Please telephone the school as soon as possible to make an appointment to meet with a member of the Senior Staff Team and the Family Engagement Team Manager to discuss the issues affecting his/her attendance so that we can put strategies into place that will support your child, and/or you as a family to improve attendance.

We look forward to meeting with you and working together towards making and sustaining this improvement.

If we do not hear from you, then we will assume that you do not wish to take up this offer and will refer your child directly to the Education Welfare Officer to pursue the case.

Yours truly,

Marie Cridge
Family Engagement Team Manager.

Appendix Six - EWO invitation to attendance panel



Gusford Primary School *'Promoting Achievement and Success'*

Sheldrake Drive Ipswich IP2 9LQ Tel: (01473) 682148 Fax: (01473) 692142 Email: fet@gusfordprimary.net

Website: www.gusford.suffolk.sch.uk Headteacher: Mr C Tapscott B.A.

10th February 2015

Dear Parent / Carer,

Re: Attendance

Your child

has a current attendance percentage of

We would therefore like to invite you to attend an Attendance Panel Meeting with the Education Welfare Officer at Gusford School

At

On.....

The purpose of the meeting is to try to resolve any issues that may contribute to his / her absence and improve attendance over the school year. The meeting will be brief and you are invited to bring a friend for support.

I look forward to meeting with you and hope that we can work together to support your child's improved attendance at Gusford.

Yours sincerely,

Marie Cridge
Family Engagement Team Manager

Appendix Seven - Sample general attendance letter



Gusford Primary School *'Promoting Achievement and Success'*

Sheldrake Drive Ipswich IP2 9LQ Tel: (01473) 682148 Fax: (01473) 692142 Email: fet@gusfordprimary.net

Website: www.gusford.suffolk.sch.uk Headteacher: Mr C Tapscott B.A.

Date

Dear Gusford Parents and Carers,

Attendance – Our Resolution!

I am writing to all Gusford Parents and Carers about Pupil Absence and our plan to work together with you and your children to improve this.

The vast majority of our pupils have excellent attendance, however there are a significant number of children, across all year groups who are absent from school much more often than is reasonable and as a consequence this affects the Attendance figures for the whole school, and of course significantly affects these children's achievements.

The national average for school attendance is 96% and last year the average attendance for Gusford children was 95.6%. This is heartening news but we must still continue to improve so that we can reach and then go beyond the national average. We recognize that we can all do better.

Green Zone: 'Get in The Green Zone..'

The school operates the following for attendance.

The Green Zone

- Children whose attendance is 96% and over will be in **The Green Zone**.
- Children in the green zone will receive half termly certificates/stickers congratulating them. An Attendance Cup will be presented each week to the class with the best overall attendance that week.

The Amber Zone

- Children whose attendance is between 92% and 95.9% will be in **The Amber Zone**.
- Parents whose children are currently in the Amber Zone will receive letters home requiring that attendance improves and inviting them to meet with the Family Engagement Team as a way of supporting their child's attendance.

The Red Zone

- Children whose attendance is below 85% fall within the remit of the Suffolk Education Welfare Officer, and parents may find themselves the subject of Fixed Penalty Notices, an Education Supervision Order or court proceedings leading to a fine.
- Children whose attendance is between 85% and 91.9% will be in **The Red Zone**.
- Parents whose children fall into or are currently in the Red Zone will receive letters home requesting them to attend a meeting with the Family Engagement Team Manager and a member of the Senior Leadership Team to discuss and try to resolve the issues that are currently affecting their child's attendance.

Children who improve through the zones from Red to Amber and Amber to Green will get end of term certificates to congratulate them, and there will be a series of Attendance Awards at the end of the Summer Term.

We would like to thank you in advance for your co-operation in this working to get the best attendance for your child.

Yours sincerely,

Mr Tapscott & The Staff Team.

Get in The Green Zone..
Remember.. 'If they're not in school, they're not learning.'