

Summary of Vigo Primary School's persistent absence procedures

A child is considered a 'persistent absentee' by the government and local authority when they miss 10% or more school – this equates to 19 school days (38 sessions) during one academic year.

When your child misses this much of their education, it may begin to impact their academic progress as well as relationships with adults and peers.

Before your child reaches this stage, we follow this process:

6 unauthorised absences

You will receive an email raising concerns at the number of unauthorised absences and encourage you to contact school to arrange a meeting where support can be discussed. This will serve as a formal warning and a penalty notice may be issued by the local authority without further warning if your child reaches 10 unauthorised absences within 100 sessions. Lateness after registers close at 9am are considered as absences as per government legislation on register coding.

92% attendance

If your child's attendance falls as low as 92%, you will receive an email alerting you to the fact that your child is at risk of becoming a persistent absentee. Again, we encourage you to get in touch and engage with support offered.

90% attendance

At 90% attendance, **ALL** absences due to illness must be medically evidenced. If they are not, absences will be marked as unauthorised. 10 unauthorised sessions (5 days) of absence will result in a penalty notice being issued. The prior procedures regarding '6 unauthorised absences' and 'at risk of persistent absentee' are considered warnings of a penalty notice.

Absences due to illness

When a child has a long-term medical condition, they may miss more days of school than their peers. We will work with you to support you in ensuring your child attends school as much as they are able to. To do this, we will request that you come into school to put together a Health Care Plan. This will include all relevant information about your child and we will work together to make sure that reasonable adaptations are made within school.

Notice to Improve

Before your child reaches 10 unauthorised absences, you will be contacted to arrange an attendance meeting. If this meeting is not attended or efforts are not made to engage with school, you will receive a Notice to Improve letter which provides a 3-week monitoring period. During this time, if the child has any further unauthorised absences, a penalty notice will be issued without further warning as per statutory government guidelines.

We encourage all parents to get in touch with school to discuss support. We have a very experienced pastoral team who are able to signpost you and your family to a wide range of support services or offer suggestions on how attendance can be improved. If support is offered but there is no engagement, you will receive a 'notice to improve' letter which will state a 10-week monitoring period. If there are 10 unauthorised absences within this period, a Penalty Notice will be issued.

Please contact attendance@vigo.hants.sch.uk with any attendance queries