



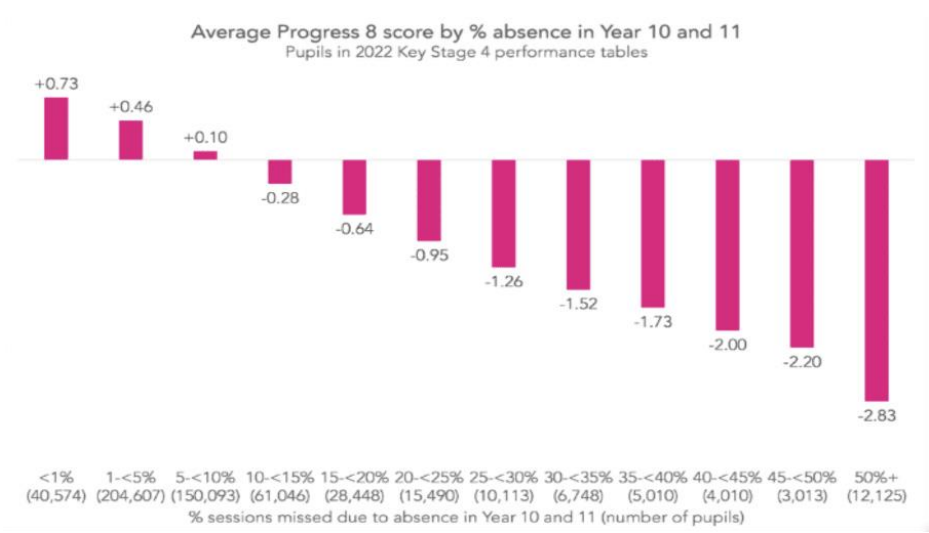
Attendance Matters

Parent & Carers Guidance to
Attendance at RBHS

Attendance Matters

We believe that every lesson matters. We want every student to reach their potential academically, socially and emotionally and therefore we expect **at least 96% attendance**.

Attendance at school has a direct correlation on a student’s academic outcomes. Below, you can see the national picture of progress based on a student’s predicted grades and what they actually achieved. On the left side of the visual, you can see that students who maintained 100% attendance achieved nearly a grade above what was expected. Conversely, on the opposite side of the visual, you can see that students with attendance below 50% underachieved by nearly three grades compared to their predicted grades. This illustrates the stark reality of the importance of attendance and the impact it has on future opportunities and prospects.



When considering school attendance, we should always strive for 100% attendance, as every lesson missed can have a detrimental impact on the future of the student. Often, when we talk about percentages, scores of around 90% would be seen as a good measure, for example, in an exam. However, in the visual below, you can see just how many lessons are missed as soon as attendance dips below 100%.

100%	0 Days	0 Lessons missed
98%	4 Days	20 Lessons missed
96%	8 Days	40 Lessons missed
94%	12 Days	60 Lessons missed
92%	16 Days	80 Lessons missed
90%	19 Days	95 Lessons missed
88%	23 Days	115 Lessons missed
86%	27 Days	135 Lessons missed
84%	31 Days	155 Lessons missed

Absence from School

We understand that, as a parent or carer, it can sometimes be difficult to know when to send your child to school. In the table below, we have tried to offer our support, informed by NHS guidance and our school nurse, on when a child should or should not be sent to school.

STAY AT HOME	COME TO SCHOOL (*But inform the pastoral and/or attendance team so we can monitor)	COME TO SCHOOL
There are rare instances where your child will have to be absent from school due to illness or injury: • Temperature over 38 degrees • Sickness & diarrhoea • Contagious illness (e.g. chicken pox) • Operations / medical treatment (if advised by a medical professional) When absence requires medical attention e.g NHS or dental appointments, appointments should be out of school hours.	In some circumstances, you should send your child into school but inform us to be aware on extenuating circumstances so we can monitor throughout the day: • Headache • Feeling sick • Stomach ache • Earache • Extenuating circumstances (e.g. recent bereavement) • Following medical treatment (e.g. broken limb) Students should still attend school and be part of every lesson. You may choose to	Whilst not feeling 100%, your child should still attend school if experiencing any of the following: • Sore throat • Cold • Mild cough • Feeling tired • Hay fever • Aches and minor pains • Periods Students should still attend school and be part of every lesson. You may choose to administer medicine to help them through their day but please note staff at the school cannot issue any medication.

If this is unavoidable, then please provide evidence of the appointment so we can best support your child in the future.

Should your child be off school for over three consecutive days, the school will likely complete a home visit to ensure everything is ok. Please remain in regular communication with the attendance and/or pastoral team throughout any extended absence.

administer medicine to help them through their day but please note staff at the school cannot issue any medication.

If during the day their condition worsens, they should inform the pastoral team for further support. The school has on-site first aid and would contact you if there is a need for them to go home.

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The School Approach to Attendance

Absence can often be a symptom of wider issues that an individual or family is facing. It is important for us, as a school, to work with you and the local authority to overcome barriers and improve attendance, giving your child the best chance of success. The school implements the following four-step approach to attendance:



Expect

- Regular communication home regarding attendance
- Comprehensive pastoral support network in school
- Informative assemblies throughout the year regarding attendance
- Extensive Team Time activities including opportunities for attendance reflection throughout the year
- House Championship and Year Team leaderboards for attendance

Reward

- Regular reward opportunities promoting good attendance (such as the 100 Club)
- Inspirational guest speakers
- Recognition badges and certificates
- Half termly raffles and prizes related to attendance
- Large scale end of year reward trip linked to attendance
- Recognition badges and certificates
- Large scale end of year reward trip linked to attendance

Support

- Team Lead Mentoring
- Targeted communication home and/or home visits
- Attendance improvement plans (AIPs)
- Initiating an Early Help Assessment and/or referral to appropriate agencies
- Bespoke reintegration to school packages such as time limited part-time timetables

*See the visual below for additional information of support the school offers.

Enforce

- Request for medical evidence where appropriate
- Notice to Improve
- Referral to Early Intervention Services
- Legal Sanctions
- Off-site direction

Support

As a school, we understand that the biggest impact to improving attendance of our four-step approach is support. The visual below highlights our many avenues of intervention in addition to those outlined above.

• Graduated letters for attendance • Daily Contact with home • Home Visits • Report Cards • Attendance Panel • Attendance Improvement Plans • EHA referral / External Agency Report • Early Intervention Support • HUB / Welfare Meeting	• Star Meetings • Soft Landings • In school Mentor • Targeted Mentoring • School Councillor • School Liaisons Officer Support • Alternate Provision • Positive Rewards and Recognition • Part Time Timetables (Time limited)
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To support all our parents and carers, below you can find some frequently asked questions regarding attendance along with key information to support you ongoing communication with the school.

Parents and Carers FAQ

Q How do I report my child's absence?

A All student absences must be reported through the MyChildAtSchool (MCAS) website or app. If your child is unable to attend school, please report their absence as soon as possible on the first day and provide the reason.

If you need help accessing MCAS, email bromcomsupport@rbhs.co.uk. If you cannot access MCAS when you need to report an absence, call 01204 333266 and select "Report a Student Absence" from the phone menu.

Q What do I do if my child has a medical appointment?

A If your child has a medical appointment that cannot be made outside of school hours, an appointment card (or equivalent) should be sent to school with the appropriate details.

Q How do I excuse my child from PE?

A In the case of genuine injury, you should contact the class teacher directly via email or alternatively, you can contact the pastoral team.

Q What is unauthorised absence?

A This applies when no satisfactory reason can be provided for your child's absence, in line with government guidance and the school attendance policy.

Q What is the difference between persistent absence and severe absence from school?

A **Persistent Absence:** where absence escalates and a student misses more than 10% of school (below 90%)

Severe Absence: where there is significant absence from school and a student misses more than 50%(below 50%)

Q What happens if my child is persistently or severely absent from school?

A The school will follow the support strand of intervention to help improve your child's attendance. We hope that all parents or carers engage fully with the process. This will likely include an Attendance Improvement Plan (AIP), attendance panel meeting and home visits.

Q What is an Attendance Improvement Plan?

A This is a supportive process developed in partnership between home and school. It is a plan to implement support aimed at removing barriers to improve the child's attendance.

Q What is an attendance panel meeting?

A An attendance panel meeting is between home and school and includes some of the senior professionals that help implement support in school.

Q What is a home visit and how does this work?

A A home visit occurs when a member of the school team visits a home regarding a genuine attendance query or concern. This may be triggered for various reasons, including attendance issues and consecutive absences from school. The member of staff will attempt to speak to the parent or carer and the child in question by knocking on the door to engage in a conversation about attendance. If no contact can be made, our parent/carers guide to attendance, along with a calling card, will be posted through the letterbox and we ask for communication in return to confirm receipt.

Q What is a Notice to Improve?

A A notice to improve is a final opportunity for a parent or carer to help improve their child's attendance before a penalty notice is issued. This will include the support received to date, along with the end date of the monitoring period (three weeks).

Q What is a Penalty Notice?

A If a child of compulsory school age fails to attend regularly at the school in which they are registered, or at a place where alternative provision is made for them, a decision may be made to prosecute the parent or carer by the local authority. Further details can be found in our school attendance policy.

Q What do I do if my child is off for religious observance?

A Consideration will be given to authorising absences; however, parents or carers are asked to provide as much notice as possible for any absence. No more than one day will be authorised for any religious observance or festival.

Q Can I request time off school for my child?

A As a school, we do not authorise leave of absence during term time. All requests for leave of absence during term, including holidays, should be made in advance and will be responded to in writing. Such requests will only be considered in exceptional circumstances.

Q How is my child rewarded for good attendance?

A There are several reward systems outlined in the behaviour policy. Termly reward events are offered only to those who demonstrate good attendance.

Q What happens if my child doesn't arrive at school?

A Any student who does not arrive at school without an explanation will prompt same day notification to their parents or carers, asking for clarification on why they have not arrived.

Q What happens if my child is late to school?

A School starts at 8:40am. Any student who arrives late will complete a same-day sanction during lunch for lateness. Repeated lateness within the same week will result in an after-school sanction, which will be communicated to parents or carers in advance.

Meet Our Attendance Team

Jennifer Ashcroft

Educational Welfare Officer

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Amy Mulligan

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Tel: 01204 333 266 (ext. 7124)



General Attendance Enquiries

Email: attendance@rbhs.co.uk

Tel: 01204 333 266

Pastoral Team

Head of Lower School – Ms E Yates

Assistant Headteacher Key Stage 3 – Mr R Needham

Assistant Headteacher Key Stage 4 – Ms J Stephens

Director of Sixth Form – Mr L Meadows

Pastoral Manager – Mr V Patel

Head of Year 7 – Ms D Aspinall

Pastoral Year Lead Year 7 – Ms L Hallam

Head of Year 8 – Mr A Bimpson

Pastoral Year Lead Year 8 – Ms N Davies

Head of Year 9 – Mr H Collins

Pastoral Year Lead Year 9 – Ms V Luke

Head of Year 10 – Ms F Kolios

Pastoral Year Lead Year 10 – Ms N Orgill

Head of Year 11 – Ms E Hewitt

Pastoral Year Lead Year 11 – Ms S Rhodes

Head of Year 12/13 – Ms S Holden

Pastoral Year Lead Year 12/13 – Ms G Hartley



Discovering dreams,
achieving ambitions and
transforming lives.

www.rbhs.co.uk

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