

Attendance Information

At West Heath Primary School outstanding attendance and punctuality is our aim for every one of our pupils. Excellent attendance maximises the learning opportunities and parents/carers have a vital role in promoting positive attitudes to good attendance. Evidence shows that pupils who attend school regularly make better progress both academically and in friendships with their peers. The school attendance target of **95%** is the **minimum** we expect for all our pupils. Every lesson counts and it is this commitment to learning that will have a positive impact on your child's attainment and progress. The table below shows the impact that missing just a few days of school can have over the course of an academic year.

We ask for support from parents/carers to ensure their child:

- Is present at every opportunity and avoids staying at home or taking excess time off for appointments unnecessarily.
- Arrives at school on time.

Attendance = Achievement

Percentage	description	Days Absent per Year	No. of Lessons lost	Weeks lost
100%	Excellent	0	0	0
98-99%	Very Good	2 - 4 days	Up to 20	Almost 1 week
97%	Good	5.5 days	Up to 27.5	Just over 1 week
96%	Satisfactory	7.5 days	Up to 37.5	1.5 weeks
93 -95%	Cause for Concern	9.5 - 13 days	Up to 65	Almost 2.5 weeks
91 -92%	Unsatisfactory	14 - 17 days	Up to 85	Almost 3.5 weeks
90% and below	Persistent Absence	19 days or more	More than 95	4 weeks and over

As part of our attendance procedures we follow the graduated process below:

Attendance %	Action	description
93 - 95.9%	Stage 1 Amber Letter	Letter of initial concern with advice provided on how to improve your child's attendance
90.1 - 92.9%	Stage 2 Amber letter	Parents will be asked to contact the school and extra evidence will be required for absences; for example, medical evidence
Under 90%	Attendance meeting	Meeting to be arranged with parents to discuss the concerns and put an attendance action plan in place
No Improvement	Fast Track Process Initiated	Parents will be asked to attend a formal School Attendance Review Meeting (SARM)
Attendance continues to worsen	Referral to ELIT	A referral will be made to the Birmingham Education Legal Intervention Team. Parents/carers will be advised that they are at risk of being issued with a penalty notice which could be sent without warning. Penalty notices will be issued and court proceedings
	Legal process	
	Prosecution	