



Attendance Protocol

Why is school attendance so important?

Regular school attendance is an important part of giving children the best possible start in life. Being in school is important to your child's achievement, wellbeing, and wider development. Research shows that the students with the highest attendance throughout their time in school gain stronger outcomes in their GCSE and A-Level examinations.

Attendance and Punctuality is taken seriously at The Emmbrook School. Students falling below 90% fall into a 'persistently absent' category and could be subject to parental meetings, attendance plans, educational welfare involvement and penalty notices or prosecution.

Our priority is always to work with families proactively to ensure positive attendance can be achieved to allow for the greatest outcomes academically, emotionally and socially.

School Day

The school day begins at 8:20am and finishes at 2:55pm. AM registration closes at 9am and PM registration closes at 12:55pm. Any students that arrive after the register has closed will be marked with an unauthorised absence for that session.

Reporting an Absence

The school must stress the importance of attending school every day and we request that if your child really cannot attend, that you report the absence via the StudyBugs app to the school before 8:25am. If you are unable to access the app you should ring or email the school before 8.25am. Please notify the school on each day of absence and provide the reason why they are absent. The school absence number is 01189 070279, the absences email is

absences@emmbrook.wokingham.sch.uk

Leave of absence

The Emmbrook School will not approve absence in term time unless special circumstances apply. Only in exceptional circumstances will absence be authorised for a student whose attendance is below 95% since regular punctual attendance is not only a legal requirement but essential, if students are to maximise their education opportunities. To request a leave of absence, please complete the form linked on the school website.

Key Contacts

If there are any questions or concerns in regards to day to day attendance please contact your child's Tutor or Year Leader.

The Whole School Lead for Attendance is Miss Horne who can be contacted on 01189784406 or

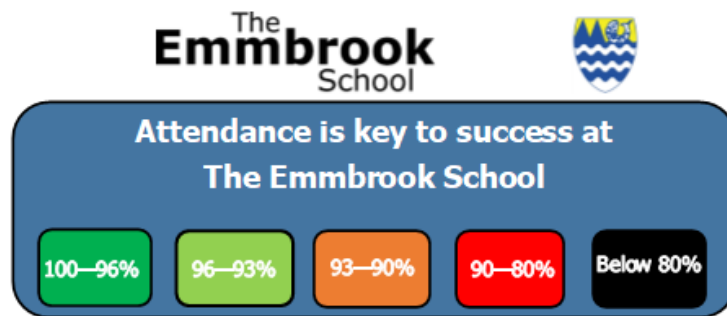
ehorne@emmbrook.wokingham.sch.uk

The Deputy Headteacher with oversight for attendance is Mrs Ridsdale (Deputy Headteacher) who can be contacted on 01189784406 or rridsdale@emmbrook.wokingham.sch.uk

The Emmbrook School - Attendance Ladder		
	100%	OUTSTANDING
4 days missed	98%	VERY GOOD
7 days missed	96%	VERY GOOD
10 days missed	95%	GOOD
11 days missed	94%	GETTING THERE
20 days missed	90%	IMPROVEMENT NEEDED
29 days missed	85%	VERY CONCERNED



Please support your child with their education by encouraging and supporting daily attendance to school.



96% and Above

Students will be recognised for their excellent attendance and encouraged to continue this throughout the academic year. Students have a weekly tutor session where their attendance data is shared to allow students to self-monitor their progress but tutors can also play an active role in highlighting the importance of strong attendance, sharing the positives but also working with students to maintain and improve their attendance through weekly target setting.

95% and Below

For students that drop below 95% attendance we will begin to implement support to ensure we are doing everything possible to improve their attendance as this is the key to success. The more students are in school, the more they have the opportunity to learn which in turn leads to success and greater opportunities in adult life.

Supportive Measure 1:

If a student's attendance drops below 95% tutor will play an active role in monitoring the attendance weekly and help set targets to support improvements moving forward.

Supportive Measure 2:

If attendance doesn't improve the student's attendance will be monitored by the Deputy Year Leader or Year Leader. Communication will be made with parents via email, phone or letter to highlight the concerns and initiate working with families to address any barriers that may be faced which could be impacting attendance to school.

Supportive Measure 3:

Parents/Carers will receive a medical evidence letter if attendance continues to decline which will share that absences moving forward will no longer be authorised until medical evidence is provided. The attendance officer will be made aware of this intervention.

Supportive Measure 4:

Students will be placed on an Attendance Action Plan to support the improvement of their attendance. This will involve students, families and key staff engaging with this process. The aim is to set targets together to increase their attendance. This will be on a review cycle to monitor progress and impact, where appropriate adaptations or additional actions will be implemented if required.

Supportive Measure 5:

Students will be referred to the Education Welfare Officer and a meeting held to discuss their attendance and steps that can be taken moving forward. Where attendance continues to decline and if deemed appropriate families will be subject to Fast Track Proceedings/Fixed Penalty notices by Education Welfare.

NB. At any point additional steps/interventions may be implemented if they are deemed to positively impact attendance e.g. 1:1/Group intervention attendance programme, broken week letters etc.