

# MOUNT TAMAR SCHOOL

*Part of the Transforming Futures Trust*

## Parent/Carer and Pupil Registration Guide

School attendance lead **Tania Sargent**

### 1. Reporting pupil absence

- i. Parents/carers need to report pupil absence as soon as possible each morning.
- ii. Parents/carers will need to directly call the attendance line or tutor at the latest by 9.20am.
- iii. This will need to be done on each day of the pupil's absence
- iv. School will start calling parents/carers of absent pupils between 9.30 – 10.30 depending on which site the pupil attends – (exact detail confirmed by each base at admissions meeting)
- v. If for any reason a pupil is going to be late (e.g transport, medical appointment) please call to inform the school.
- vi. If no contact is made, the school will continue to call home and when appropriate use the second contact details on pupil records.

### 2. Ongoing school absence/refusal

- i. Parents/carers need to be honest about reasons for absence so Mount Tamar School can put in bespoke support around pupils' attendance.
- ii. Mount Tamar staff will always be able to offer support and suggestions to parents/carers to help improve attendance.
- iii. Mount Tamar will always look to support pupils' attendance before looking at penalty notices, these are a last resort.
- iv. Mount Tamar will carry out home visits to pupils to encourage attendance and work to support parents/carers and the extended family.
- v. Mount Tamar may look to make referrals to external multi agency partners to support good school attendance.
- vi. Mount Tamar will create bespoke incentives for pupils to have good school attendance.

### 3. Benefits of good school attendance

- i. Pupils who attend school more are better readers.
- ii. Continuity of learning supports pupils to make more progress in relation to their learning and retention of knowledge.
- iii. Good attendance aids pupils in achieving the best qualifications possible.
- iv. High attendance rate supports pupils to develop confidence and positive peer relationships

### 4. What's the impact of poor attendance

- i. Being 30 minutes late a day means you miss 20 days of school a year.
- ii. Missing 1 school day every 2 weeks means you will miss 19 days of school per year which = 4 weeks a year or 1.5 years across compulsory schooling.
- iii. Missing 2 days per week every week means you will miss 76 days a year which = 16 weeks or over 5 years across compulsory schooling.

