



## Attendance Newsletter – Attendance Matters, Every Day

Dear Parent/Carers,

This is a general letter informing you about attendance. We wish to work with you and offer help and support, if needed, to help your child attend school.

It is vital that all students have excellent attendance at John Port Spencer Academy. Research shows that even a few days of absence can have a negative impact on students' performance. Here at John Port we are committed to working with students and parents/carers to achieve our overall academy attendance target of **97%**.

John Port Spencer Academy values all students and believes they are entitled to an excellent education. As set out in our attendance policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. Early intervention will be a priority. John Port Spencer Academy define our key levels of attendance as:

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
<b>98 – 100%</b>	Excellent	0 to 4	Less than 1
<b>96 – 98%</b>	Good	4 to 8	1 to 1 ½
<b>93 – 96%</b>	Of concern	8 to 13	1 ½ to 2
<b>90 – 93%</b>	Unsatisfactory	13 to 19	2 to 3
<b>Below 90%</b>	Persistent Absence	More than 19	More than 3

If at any point you have a concern, query or your child cannot attend school please contact our friendly attendance team so we can help and support you.

### Attendance Expectations

- The John Port Spencer Academy day begins at 8.40am where all students are expected to be in their registration groups by that time. In order to achieve this all students are expected to have arrived through the school gates by 8.35am, which is when the first bell sounds.
- Students who arrive after 8.40am, must sign in at reception. If students are continually late they will be picked up by the attendance team and students will be issued a detention by their Year leaders.

### **Attendance Procedures**

1. In the event of your child being absent from the academy, please report the absence by email to [attendance@johnport.derbyshire.sch.uk](mailto:attendance@johnport.derbyshire.sch.uk), or by telephoning the absence line on 01283 735181.
2. Please state your child's name, form group and reason (with symptoms if ill) and an expected date of return.
3. This should be reported daily before 8.45am.
4. If a student is not present in the academy and the Attendance Team has not been informed, a text will be sent to the parent/guardian alerting him/her to the fact that their child is absent.
5. In all cases, the Attendance Team will enter absences onto the attendance system.

### **Attendance Emphasis**

Tutors, Heads of Year, Senior Leaders and members of the Pastoral Team regularly hold Attendance Matters conversations with students so that they realise the importance of high levels of attendance.

Please see the chart below which shows how absences impact attendance:

<b>Every School Day Counts</b>			
<b>Attendance during the school year</b>	<b>Equates to days absent</b>	<b>Which is approximately</b>	<b>Which means the number of lessons missed</b>
<b>97%</b>	6 days	1 week	<b>30 lessons</b>
<b>94%</b>	10 days	2 weeks	<b>50 lessons</b>
<b>90%</b>	19 days	4 weeks	<b>95 lessons</b>
<b>85%</b>	29 days	6 weeks	<b>145 lessons</b>
<b>80%</b>	38 days	8 weeks	<b>190 lessons</b>
<b>75%</b>	48 days	10 weeks	<b>240 lessons</b>
<b>70%</b>	57 days	11.5 weeks	<b>285 lessons</b>
<b>65%</b>	67 days	13.5 weeks	<b>335 lessons</b>

Regular attendance at school is the most important factor in a young person reaching their full potential.

### **IMPROVING ATTENDANCE PROGRAMME (IAP)**

If a student's attendance falls below 90% then an IAP will be introduced to look at ways to improve. The Improving Attendance Programme is a 'plan of action' designed to closely monitor a student's attendance to support that student in making the necessary changes in order to improve their attendance. It will always involve a member of the Attendance team and student, but will often involve the parents for greater effectiveness. If the IAP fails to have an impact it will also involve the Head of Year/Pastoral Manager and then the Assistant Vice Principal in charge of attendance. In these meetings, short-term targets are set and monitored closely.



## Covid-19

When reporting an absence, it is important that you provide us with as much information as possible. This will enable us to code the absence correctly & avoid detrimental effects on your child's attendance. In these unprecedented times, supplying as much information as possible has become even more crucial in order to protect your child and our school community.

If you are unsure of the symptoms your child is presenting, you can refer to the table below. If you are still unsure we would advise that you call **119** to seek further advice.

Currently, guidance states that students can still come to school if a member of their household has tested positive for Covid. We recommend that your child still attends school but takes a lateral flow test every day throughout that members isolation period. Please keep checking the latest Government Guidance regarding tests and isolation on the NHS Website or calling 119.

**Recognising Coronavirus (COVID-19) Symptoms** 

Symptoms	<b>Covid-19</b> Symptoms range from mild to severe	<b>Flu</b> Rapid onset of symptoms	<b>Cold</b> Gradual onset of symptoms
 <b>Fever (37.8C or above)</b>	Common	Common	Rare
 <b>Fatigue</b>	Sometimes	Common	Sometimes
 <b>Cough</b>	Common (usually dry)	Common (usually dry)	Mild
 <b>Sneezing</b>	No	No	Common
 <b>Aches and pains</b>	Sometimes	Common	Common
 <b>Runny or stuffy nose</b>	Rare	Sometimes	Common
 <b>Sore throat</b>	Sometimes	Sometimes	Common
 <b>Diarrhea</b>	Rare	Sometimes (for children)	No
 <b>Headaches</b>	Sometimes	Common	Rare
 <b>Shortness of breath</b>	Sometimes	No	No
 <b>Loss of taste or smell</b>	Common	No	Sometimes

We look forward to working with you this academic year.

Best Wishes,

John Port Spencer Academy Attendance Team