



**Sunrising, East Looe, Cornwall PL13 1NQ**  
**Telephone: 01503 262625**  
Email: [enquiries@looeca.net](mailto:enquiries@looeca.net)  
[www.looe.cornwall.sch.uk](http://www.looe.cornwall.sch.uk)

Headteacher: Mr S Yalden BSc (Hons) PGCE NPQH

## Attendance Newsletter to Parents and Carers Summer Term 2024

This newsletter aims to promote good attendance for students in our school and to raise awareness of the importance of this to support their development and academic achievement. As parents/carers we need your help and support to ensure your child reaches their full potential.

### Who to contact to report an absence or discuss any barriers that may impact on your child's attendance:

- Call 01503 262625 (option2) School attendance line.

Please leave your child's full names and tutor group and a reason for the absence. This needs to be completed on each day of a student's absence.

- Senior Administrator Jackie Martin can be contacted on Email [jmartin@looeca.net](mailto:jmartin@looeca.net) if you have concerns about your child's attendance.

It is important that parents/carers work with the school - keeping communication open will allow school to best support your child.

### Does Attendance Really Matter?

Attendance matters because the law says it matters. As a parent/carer you are responsible for helping your child get into school on every day that it is open to them, we strive to achieve a goal of 100% attendance for all children.

Good attendance is so important because:

- regular attenders make better progress, both socially and academically,
- regular attenders find school routines, schoolwork, and friendships easier to cope with,
- regular attenders find learning more satisfying,

- regular attenders are more successful in transferring between primary, school, secondary school, and higher education, employment, or training,
- statistics show a direct link between under-achievement and attendance below 95% .

1 or 2 days a week may not seem like a lot but.....



## Progress & Achievement

Your child's attendance can directly affect their achievement in school.

Evidence shows that a **student's progress and attainment is affected if their attendance falls below 90%** and statistics show that **if a student's miss just 17 days (34 sessions) of school, their GCSE attainment is likely to drop by an entire grade.**

It is important that we help our student's get into good habits that they will need in the workplace. Excellent attendance and punctuality are essential in their future employment. We can and do get asked by future colleges and employers for references regarding attendance and punctuality.

Students who develop a poor pattern of attendance and punctuality will be monitored by the Attendance Team and the School Attendance policy will be followed. As a parent/carer, you are legally responsible for ensuring that your child attends regularly and is punctual. If you fail to ensure this, you are committing an offence under the Education Act (1996) which may lead to a fine of up to £2500 and/or a prison sentence.

Please be aware that even if an **absence is authorised**, percentage attendance is still affected, however with any attendance process this will be taken into account.

**Persistent Absence** is classed as any absence that equates to over 10% of the academic year at any given time. For students who are persistently absent from school and where interventions or strategies have had little or no affect in helping them improve attendance an application will be made to our **SMART (South East**

**Cornwall Multi Academy Trust) Educational Welfare Officer (EWO)** who will work with the student and family.

Both the School and the EWO can make a referral to Cornwall Councils Education Welfare Service for an Educational Case Worker to work directly with the student and family.

It is important that parents/carers and the school work together to reduce absence and prevent legal action being taken as a result of persistent absence.

Looe Community Academy has a small, friendly team that manage attendance. They are –

**SMART Director of Education** – Kristien Carrington

**Head Teacher** – Scott Yalden

**Deputy Head Teacher** – Kate Jackman

**Assistant Head Teacher** – Ed Gilbert

**Senior Administrator** – Jackie Martin

**SMART Educational Welfare Officer** – Helen Priestley

### **Important updates for Penalty Notices from August 2024**

The Department for Education (DfE) has said a fine must be considered if a child misses five days of school for unauthorised absence.

Under the new national framework, all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days – there are 2 sessions in a day) for unauthorised reasons.

From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days, or £160 if paid within 28 days.**

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, **you could get a fine of up to £2,500.**

## School Support Systems for Promoting Regular Attendance

In order to ensure good attendance from all our students we have a graduated support system as outlined below:

Stages	Attendance Thresholds	Attendance Actions – Interventions
<b>Stage 1</b>	<b>95% – 100%</b>	100% attendance certificates issued each term.
<b>Stage 2</b>	<b>94% - 90%</b>	Letter/phone call to parent/carer informing them of an attendance concern. Opportunity for parent/carer to contact the attendance team and open communication. Daily Monitoring via the attendance team.
<b>Stage 3</b>	<b>90% - 85%</b>	Daily monitoring via the attendance team. Attendance Support Meeting with student and parent/carers. Action plan for improved attendance agreed. Home visits/Wellbeing checks carried out. All absences to be unauthorised unless medical evidence is provided. Referral to the Early Help Hub if appropriate. No improvement referral to the SMART EWO.
<b>Stage 4</b>	<b>85% -50%</b>	Daily monitoring by the SMART EWO. Home visits/Wellbeing checks carried out. SMART EWO to invite student and parents/carer to a formal Stage 4 Attendance Meeting. Further possibility of Penalty Warning Notice issued if no improvement. Referral to Safeguarding Team based on attendance. External support/referral including external professional agencies. Monitoring of case and if no improvement First Warning of Prosecution issued – if 10 sessions missed within a 50 day period then move to stage 5.
<b>Stage 5++</b>	<b>Below 50%</b>	Education Planning Meeting to be held. Robust Action Plan for improved attendance agreed which can include Final Warning/Education Supervision Order/Parental Order. Multi-agency referral if required. All absences unauthorised unless covered by medical evidence. Liaison with Cornwall Council Education Welfare Services Team on next steps including progression towards prosecution.