



One Minute Guide to Attendance at Guseley School

Excellent attendance is considered an absolute priority for all students at Guseley School. We have set a target of 96% for students across school as we recognise great attendance allows each child to:

- access a broad, balanced and rigorous curriculum and make accelerated progress across all subjects without developing gaps in knowledge which can make learning difficult.
- benefit from school based pastoral, safeguarding and wellbeing support
- develop routines, responsibilities and resilience that establish strong foundations for life

What happens if my child is absent?

- **Parents and carers must notify school of the reason for absence by 0800 each morning.** This can be done on 01943 872315 or by emailing attendance@guseleyschool.org.uk
- Where school are unaware of the reason for absence, they will send a text message during period 1 and log the reason for absence once a response is received
- Where a response is not received, or we are not satisfied with the reason for absence, the absence will be marked as 'unauthorised'
- Where a child's attendance is above 90%, or where there is a known medical reason for the absence, it will be coded as an authorised absence.
- For extended periods of absence, or in response to unexplained absence, we may undertake home visits to establish the wellbeing of students and plan for a return.

What happens if my child is late?

- If a child arrives after 0830 but before 0900, they will be given a late mark (register code 'L') but will still receive an attendance mark for the morning session.
- If a child arrives after 0900, when the registers have closed, they will be given an absence mark (register code 'U') and will not receive an attendance mark for the entire morning session.

What is a Persistent Absentee?

- A persistent absentee is anybody with attendance below 90%. Students who are below 90%, or who are at risk of falling below 90%, will receive enhanced support to improve their attendance.

Can I take holidays / leaves of absence during term time?

- Families are not permitted to take holidays during term time, and while families are welcome to make a request for leave, they will only be granted in exceptional circumstances.
- Guseley School will refer all unauthorised absences of five days or more over a twelve-week period and fines will be issued for each parent **and** each child.

Who can I speak to if I require support with my child's attendance?

- Day to day attendance enquiries can be directed to Ms Holmes, our attendance officer. This will include requests for leave, reasons for absence and clarification around processes.
- For support with improving attendance, or addressing barriers to attendance, you can speak with any member of your child's pastoral team

For additional information see the Guseley School Attendance Policy which can be found here:

<https://www.guseleyschool.org.uk/about-guseley/policies> and parents can check their child's

attendance via Insight at this link: <https://connect.guseleyschool.org.uk/INSIGHT/>