



Great Marlow School
A Specialist Academy

Regular attendance raises students' chances..



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www.gms.bucks.sch.uk email: info@gms.bucks.sch.uk

Take every opportunity

Fulfil your potential

Achieve excellence

**"Good attendance
shows potential employers
that your child is reliable and
willing to learn".**

A GUIDE FOR PARENTS AND CARERS

Attendance

At Great Marlow School we recognise that good attendance and punctuality is essential to allow students to be successful.

It is the responsibility of parents/carers, staff, students and trustees to ensure our students achieve this. Therefore, we closely monitor and review the attendance of every student.

If a student is absent from school, they are not learning. The table below illustrates the days of learning lost:

Attendance during one school year	Equals days absent	Equals weeks absent	Number of lessons missed
95%	10 days	2 weeks	50 lessons
90%	20 days	4 weeks	100 lessons
85%	30 days	6 weeks	150 lessons
80%	40 days	8 weeks	200 lessons
75%	50 days	10 weeks	250 lessons
70%	60 days	12 weeks	287 lessons
65%	70 days	14 weeks	338 lessons

We know that sometimes students are genuinely too ill to attend school.

On these rare occasions please contact the school on 01628 483752 or email Attendance Officer on attendance@gms.bucks.sch.uk

Medical evidence will need to be provided if students are absent for long periods.

Did you know?

If attendance drops below 90% a student is in danger of dropping the equivalent of ONE whole GCSE grade in year 11.

The greater the attendance, the greater the achievement

Attendance Communication and Intervention

Stage 1 - If attendance starts to fall..

the form tutor will have a conversation with the student to identify any issues.

Stage 2 - If attendance continues to fall..

the School Attendance Officer may discuss with Director of Learning (DOL) or the Student Support Officer (SSO). An informal meeting with the student may follow.

Stage 3 - If attendance falls below 90%..

a letter of concern will be sent home from the School Attendance Officer.

Stage 4 - If attendance does not improve..

a referral will be made to the County Attendance Team. Parents and carers will be invited into school for an attendance meeting.

Stage 5 - If attendance still does not improve..

a fixed penalty notice may be issued, which is £60 payable within 28 days. After 28 days it increases to £120 per parent.

Stage 6 - If attendance still fails to improve..

legal proceedings will be undertaken by the local authority which may result in a criminal conviction for the parents.

As part of our on-going commitment to improve students' attendance, you will find an outline of our system here.