

Attendance

At The Polygon School we work in partnership with parents and carers to ensure that your child attends school every day and on time. We work together with parents, carers, and the local authority in resolving any difficulties, and are committed to improving attendance levels. This is because research shows a direct link between results at the end of Year 11 and a pupil's attendance and punctuality throughout their school career.

The target attendance figure for all pupils is a **minimum of 95%** attendance. The Polygon School uses the SOL Attendance Tracker to monitor attendance and based on current attendance figures your child will be placed in one of the following groups below.

Group 1: No Concern

- Green Group

The child attends for 95% - 100% of the time.

Group 2: Concern

- Yellow Group

The child attends for 90% - 94.9% of the time.

Group 3: Risk of Underachievement

- Amber Group

The child attends for 80% - 89.9% of the time.

Group 4: Severe Risk of Underachievement

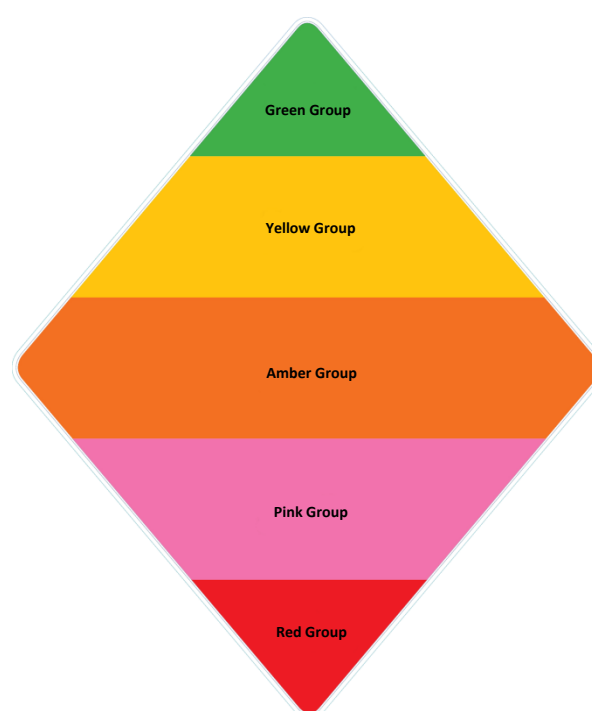
- Pink Group

The child attends for 50% - 79.9% of the time.

Group 5: Extreme Risk of Underachievement

- Red Group

The child attends for 0% - 49.9% of the time.



Your child will be informed of their Attendance Group by their form tutor weekly and you will be contacted if we have concerns. As a parent or carer you are committing an offence if you fail to ensure that your child attends the School regularly and punctually, even if they are truanting without your knowledge.

At Polygon School we reward pupils who attend the School each day and whose attendance is improving. Students are also rewarded for good punctuality.

Parents and carers can help support good attendance and punctuality in the following ways:

- Ensure your child attends every day, on time, equipped, and ready to learn. Lesson time begins at 8.40am and students should be in the building by 8.35am. Students arriving after 9.10am may be marked absent and will require an explanatory note or the absence will remain un-authorised.

- Ensure the School has up-to-date addresses and telephone numbers. We will contact you if your child is absent and you have not contacted the School. This ensures that the absence is quickly identified.
- If your child is ill, contact the School on the **first** day of absence and provide an explanatory note on their return to the School.
- If you wish to check that your child has arrived at the School contact the School Office. They will inform you if your child has been registered.
- If no contact is received regarding the absence, it is recorded as **un-authorised**. Ultimately the School is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a poor attendance record.
- Ensure that medical appointments are made outside of school time.
- Avoid trivial absences such as, 'buying new shoes'. This would not be accepted as a reasonable absence.
- Holidays should not be taken in during school time. Any Leave of Absence can only be agreed by the Head Teacher and will only be agreed where there are exceptional circumstances.
- Respond to letters or telephone calls regarding attendance and punctuality.
- Contact your child's form tutor if you are experiencing difficulty in getting your child into the School.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at The Polygon School.