Friday 21st July2023



This year's whole school attendance = 96%

Whole School summer term 2023 Attendance = 97.1%

Summer term attendance by class – Congratulations to Bielefeld Class (Year1) who recorded the highest attendance.

FS2	Y1	Y2	Y3	Y4	Y5	Y6
97.4%	97.6%	96.9%	95.7%	96.7%	96.4%	95.9%

Congratulations to our 100% Attendance Club

2022-23: Anna Parkinson

Spring and Summer term 2023: Noah Woodruff

DCS Attendance Directive 3.2.6 (which can be found on our Safeguarding and School Policies tabs on our school website)

Please find attached to this Attendance Matters, Annex E from the above directive to all DCS Schools overseas. I would strongly encourage all parents to consider the following information regarding unauthorised absence within the published academic calendar.

Repeat Unauthorised Absences & Persistent Lateness

- If attendance is **above 98%** and pupil has two separate unauthorised absences: School to monitor attendance.
- If attendance is **above 96%** and pupil has two separate unauthorised absences: T/C from schools to discuss absence and consider invite to informal meeting with EWO and school.
- If attendance is **below 96%** or **3** separate unauthorised absences: Referral to EWO and parents/carers invited in for MOD Attendance Review (MOR).

Exceptional term time leave – information from Directive 3.2.6

Valid reasons for authorised absence include:

- a. Illness and medical/dental appointments.
- b. Religious observance where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- c. Post Operational Leave.
- d. Significant close family birthday events, or close family terminal illness or bereavement.

*POL and Exceptional Leave request forms should be collected from the Main Office. They are also available via DCS Attendance Directive 3.2.6 on our website (Annex B and C)

^{*}Family holidays are not justified reasons for authorised absence during term time and will be registered as authorised absence. Exception: when in year amendments to the school's published academic calendar are made.



In line with DCS Attendance Directive 3.2.6:

- Parents are expected to telephone the school on the first day of absence prior to 0920hrs. This should be repeated daily for general illness and every 48 hours if a child has sickness or diarrhoea.
- If a child's absence goes above 5 days, school will contact the parents to discuss the reasons for this and suggested parents seek medical quidance from the Sennelager Medical Centre.

Annex E Unauthorised Attendance Flow Chart

Stage 1

First unauthorised absence recorded:

(day 1) 2 Sessions missed: Welfare T/C from school

(day 2) 4 Sessions missed: Further Welfare T/C from school

(day 3) If parents are not contactable after 6 missed sessions: Welfare visit and offer of referral to informal EWO support

(day 4) 8 Sessions missed: Depending on success of welfare visit, parents to be invited in for an informal attendance discussion.

(day 5) 10 sessions missed: If after 5 days, no attendance has been achieved and parents not contacted, child is reported as Missing from Education and reported to the EWO.

Unauthorised Persistent Lates (UPLs).

(day 1) Late arrival: Welfare T/C from school

(day 2) Repeat Late arrival: Further Welfare T/C from school

(day 3) Repeat Late arrival: Welfare visit school and EWO if possible.

(day 4) Prolific Late arrivals: Referral to EWO service for support

Attendance Letters from Head Teacher to be sent to parents/carers if by day 4, no contact with family has been made and child remains out of school.



Repeat Unauthorised Absences & Persistent Lates

If attendance is **above 98%** and pupil has two separate unauthorised absences: School to monitor attendance.

If attendance is above 96% and pupil has two separate unauthorised absences: T/C from schools to discuss absence and consider invite to informal meeting with EWO and school.

If attendance is **below** 96% or 3 separate unauthorised absences: Referral to EWO and parents/carers invited in for MOD Attendance Review (MOR).

Stage 2

Continued Unauthorised Absence – no contact

If a child is not in school for 5 or more days (10 sessions) the child is deemed MISSING from Education (CME) and must be reported to EWO for tracking.

School should make every effort within reason to contact the family and track the child's location and any updates should be shared directly with the EWO.

Continued Unauthorised

If a child is not in school for 5 or more days (10 sessions) but the family are in contact with the school, the child is deemed MISSING OUT on Education.

Absence – contact made

Referral to EWO formal support with parents/carers invited to MOD Attendance Review (MOR).

Attendance Letters from Head Teacher to be sent to parents/carers at each stage, advising of next steps.



Stage 3

Repeat Unauthorised Absence, Persistent Lates and Continued Unauthorised Absences.

If attendance continues **below 95%** despite formal support from EWO. **After 3 MOR**'s (timescales individual to the needs of the family), consideration for initiating an assessment of supportability as the families needs may not be able to be met overseas.

Further EWO support can be provided if DCS, School and Command all in agreement, this will be agreed on individual circumstances.

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Continued Unauthorised Absence – no contact

If after 28 days, school (with EWO support) unable to locate child, the child can be "offrolled" from the setting and will remain with EWO for continued CME tracking.

Child MUST remain on-roll for 28 academic days before being off-rolled.

Have a lovely summer holiday and school starts again for all pupils on Wednesday 6th September – our school gate opens from 0830hrs. See you all then!



We care about each other, learning and our school

School Calendar 2023/24

Autumn Term 2023

First Day of Term Wednesday 6th September 2023

Half Term Monday 23rd October – Friday 27th October 2023

Last Day of Term Wednesday 20th December 2023 (1315hrs finish)

Spring Term 2024

First Day of Term Thursday 4th January 2024

Half Term Monday 12th February – Friday 16th February 2024

Last day of Term Friday 22nd March 2024 (1315hrs finish)

Summer Term 2024

First Day of Term Tuesday 9th April 2024

May Bank Holiday Monday 6th May 2024 (School closed)

Half Term Monday 27th May to Friday 31st May 2024

Last Day of Term Friday 19th July 2024 (1315hrs finish)

Attenborough School closure days due to professional learning

Monday 4th and Tuesday 5th September 2023

Monday 27th November 2023

Monday 8th April 2024

+1 day of twilight learning sessions completed across academic year 2023-24