

# TIBSHELF COMMUNITY SCHOOL



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01773 872391  
01773 873900

25 September 2018

Dear Parent/Carer,

Tibshelf Community School expects the highest levels of attendance possible and does not accept excuses for absence, except in extreme circumstances. Our aim is to have every student achieve a minimum of 97% **attendance** and ultimately aim for 100% **attendance** and punctuality. We recognise that high levels of school attendance is key to success, and in line with government guidelines we aim for all students to have attendance of **97%** or above. We regularly check and monitor attendance and offer support and encouragement to all students in order to help them achieve their attendance goals.

## School Attendance:

Good attendance is crucial if students are to achieve their full potential. The School is committed to supporting all families in maximising attendance. Parents can also play their part by working with their children and the school to promote good attendance. The following points will help parents to improve their child's attendance:

- Phone the school on your child's **first day of absence** and only allow days off for genuine illness.
- Ensure your child attends **on time** and **every day**. (**Arriving after close of registration will result in an unauthorised mark of U being given and this will affect your child's attendance figures**).
- Where possible, try to arrange **medical appointments out of school time**. Always ensure your child attends immediately **before and after medical appointments** if appointments are unavoidable.
- **Avoid holidays** in term time. (**If taken during term time they will likely incur a fine**).
- **Know your child's attendance figure** and talk to them about it!
- **Talk to the school very early on** if you have any problems in relation to your child's attendance or if any problems arise.
- **Praise and reward** your child's good attendance.

## We can help:

Students can get worried about going to school. They may say they feel unwell. You may notice a pattern or find they are worried about a particular lesson, homework, and friendship issues or bullying. Students need to know that staff will always help to resolve any problems they encounter. It is better to inform the school early so this can be done quickly.



You will be issued with regular Registration Certificates, detailing your child's attendance levels throughout the academic year. This will help you monitor your child's attendance levels. You can also view your child's attendance on the My ED App (details of which can be found on the Schools website under information/communication).

**Parents you can help by:**

- Listening to your child's concerns;
- Reassure them that together we can sort the problem out;
- Speak to the school about the problems;
- Be firm about attendance. If they are not in school it is harder to sort the problem;
- Talk regularly to your child about school and how they feel about it;
- Look at your child's work and praise their efforts.

**Reporting your child Absent from School.**

To report your child absent outside of school hours, please phone the School on 01773 872391 and select option 2. The School hours are 8:00am until 4:00pm.

During the School hours, please telephone 01773 872391 Ext 274.

When calling the School to report your child absent we will need to know the following information:

1. Student's full name
2. Tutor Group
3. Reason for absence (Length of absence)

**Absence from School due to Medical Appointments**

Here at Tibshelf School we would like to encourage you to make all medical/dental appointments outside of the school day but we understand that this is not always possible.

If your child is going to be absent from school due to a Medical Appointment you can report it in the same way as detailed above. We expect your child to bring their appointment card or letter to Student Services for a member of staff to take a copy.

Please find below an overview of Attendance at Tibshelf Community School. Following this letter further communications will be sent to parents/carers for those students whose attendance are a concern. Should you require any further support with this matter please don't hesitate to contact me.

Yours Sincerely

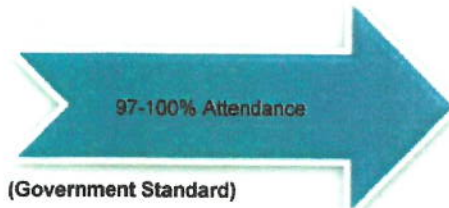
**Mrs Joy Riley**  
**Attendance Officer**



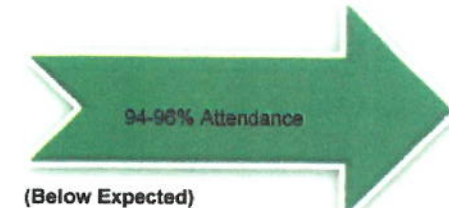


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## Attendance at Tibshelf Community School



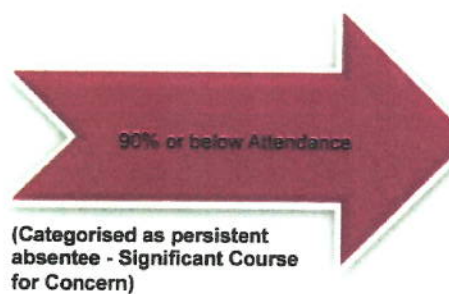
- Students entered in half termly, termly, yearly attendance prize draw
- Constant monitoring of attendance by form tutor
- Certificate issues termly to promote continued good attendance
- Highest chances to win rewards and represent the School



- Students encouraged to improve attendance
- Students have dropped below government target
- Support offered by tutor, 1:1 sessions with Pastoral Manager
- High chance to win rewards during attendance drive if attendance improves over a period of time



- Parent/Carer invited in to meet with Attendance Officer
- Constant monitoring of attendance by Attendance Officer/Pastoral Manager
- Chance to win rewards during attendance drive if attendance improves
- Student placed on a half-termly review, including an attendance panel interview, to monitor attendance, medical evidence will be requested and at risk of penalty notice if no improvement is made



- 1:1 meeting with Attendance Officer/Pastoral Manager
- Constant monitoring of attendance by Attendance Officer, Pastoral Manager and Head of Progress
- Medical evidence requested
- School Attendance Panel Meeting
- Chance to win rewards during attendance drive if attendance improves
- Letter sent fortnightly informing parent/carers of current attendance
- Parent/carers invited to meet with Attendance Officer, Pastoral Manager, Head of Progress, Key-Stage Manager
- Referral to Education Welfare Officer, penalty notice and Fast Track to prosecution for those families/students showing no significant improvement

At Tibshelf School, we strongly believe that outstanding attendance is vital in ensuring that every student achieves their full potential.

Therefore a great deal of time and resources are spent in ensuring students and their families understand the importance of outstanding attendance and strive to improve constantly and achieve an attendance of 97% or above.

Prosecution will be used as a last resort when methods of support have been exhausted.

We will work to remove barriers to attendance wherever possible, but the legal responsibility for ensuring good attendance lies with the parent/carers.

