

Why Regular Attendance Matters So Much

- **Friendships & Belonging:** Helps children build strong, lasting friendships and feel part of their class.
- **Learning Confidence:** Prevents gaps in learning, keeping your child confident in lessons.
- **Target 96%+:** We aim for every pupil to achieve at least 96% attendance.

Here to Support You

Absence Line: Call before 9:00 AM / email enquiry@colmorej.co.uk

Senior Attendance Champion: Mrs. S. Harvey (AHT/DSL)

Attendance Officer: Mr. A. Hughes (Senior Learning Mentor)

Direct Support: attendance@colmorej.co.uk

WORKING IN PARTNERSHIP: EARLY HELP & SUPPORT

We are here to help whenever life gets tricky! At Colmore, we know families face challenges—whether morning routines, illness, stress, or school anxiety.

- **Early Help Support:** We offer early intervention, informal chats, and custom plans working *with* you—never against you.
- **Open Communication:** If struggling, talk to us early so we can explore pastoral support or external signposting.

UNDERSTANDING SCHOOL REGISTER & ATTENDANCE CODES

By law, registers are marked twice daily (morning & afternoon). Key attendance codes:

Code	Meaning	How It Affects Attendance Record
/ or \	Present (AM / PM)	Counts as present in school.
L	Late (Before 9:20 AM)	Counts as present , but flags a punctuality pattern.
M / I	Medical / Illness	Authorised absence for illness or medical appointments.
U	Late (After 9:20 AM)	Legally counts as an unauthorised absence for the session.
O / G	Unauthorised / Holiday	Unauthorised absence or term-time leave. Triggers support monitoring.
N	Reason Not Provided	Temporary mark. If unverified after 5 days, converts to Code O.

ATTENDANCE THRESHOLDS & SUPPORT STEPS

Attendance %	Category	What This Means for Your Child
98% – 100%	Excellent Attendance	Giving your child maximum access to learning and school opportunities!
96% – 97.9%	Good (School Target)	On track with our whole-school target. Accounts for short illness.
90% – 95.9%	Dipping / At Risk	Attendance is falling. Early Help conversations and mentor check-ins offered.
Below 90%	Persistent Absence	Triggers Support First meetings, action plans, and PA challenges.

UNDERSTANDING PERSISTENT ABSENCE (PA)

A child is a **Persistent Absentee (PA)** if attendance falls below **90%** (authorised or unauthorised).

- **What 90% means:** Missing **19 days** across the year—almost 4 full weeks, or half a day every week.
- **Why we step in early:** When attendance dips near 95%, we contact parents early to put support in place long before a child becomes persistently absent.
- **Severe Absence (Below 50%):** Triggers joint intensive support with local authority services.

CELEBRATING GOOD ATTENDANCE & TERM-TIME LEAVE

Positive Incentives

- **'97% Club Initiative':** Whole-class rewards for achieving or maintaining 97%+ attendance.
- **Individual PA Challenges:** Custom short-term targets and mentor rewards to rebuild attendance.
- **Praise Texts & Newsletter:** Weekly class celebrations sent straight home.

Term-Time Leave & Fines

- **Exceptional Reasons Only:** Term-time leave must be approved by the Headteacher (apply 2 weeks ahead).
- **Penalty Notices (Fines):** Unauthorised leaves of 5+ days trigger a Fixed Penalty Notice (£160 per parent/child, £80 if paid in 21 days).

EXTERNAL SUPPORT & COMMUNITY SIGNPOSTING

Local Birmingham support services available to help your family with wellbeing and attendance:

Service / Initiative	How They Can Support Your Family
#You'veBeenMissed	Led by Forward Thinking Birmingham & Council to support pupil mental wellbeing in school.
Birmingham with Love	Birmingham Children's Partnership support for all families across household & parenting needs.
Pause (Digbeth)	Drop-in emotional wellbeing support for young people registered with a Birmingham GP (under 25).
Kooth	Free, safe, and anonymous online mental health platform and chat for children and young people.
All Saints Youth Project	Kings Heath charity offering support networks, parent courses, and youth activities.
The Waiting Room & Mind	Directories and practical resources for adult and family mental health support across Birmingham.

Our Shared Goal: We want every child to love coming to school, feel safe, and succeed. Please reach out to our team anytime if you need guidance, reassurance, or practical support.