



Attendance Policy

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Policy/document owner	Kevin Curtis, Joe Hill & Pheann Walters
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Frequency of review	Every year
Next review date	September 2025

Intent Statement

High attendance creates healthier, happier and safer children now and in the future.

At Keyham Lodge School, we know that regular and punctual attendance is crucial to the future educational success of our students to maximise the opportunities available to them. It is our key priority to promote high attendance and reduce absence, including persistent absence. The school will rigorously monitor attendance ensuring personalised interventions are put in place if attendance falls to an unacceptable level. We will always endeavour to help parents/carers to break down any barriers in which they may be facing in getting their child school.

It is our mission to ensure that every student has access to a knowledge rich curriculum and the opportunity to engage positively with the school. It is important to us that all students are able to enjoy a sense of belonging to their school community. Attendance is the essential foundation to positive outcomes for all pupils and should therefore be seen as everyone's responsibility in school (**Working together to improve school attendance, DfE August, 2024**).

Good attendance is important because:

- Statistics show a direct link between educational achievement and absence levels.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school work and friendships easier to maintain.
- Regular attenders find learning more satisfying.
- Regular attenders find transition points easier to manage.

The school aims to achieve good attendance by operating an attendance policy with which staff, students, parents/carers and the local community work in partnership. Absences must be kept to a minimum and will be authorised in line with Government Guidelines/School attendance- (**Working together to improve school attendance, DfE August, 2024**).

The school will create a wide range of opportunities to promote and celebrate positive attendance and these successes will be shared with parents/carers through various channels including celebration assemblies, certificates, attendance incentives both individual and as a tutor group, and phone calls/texts/letters home to parents/carers.

Policy Aims:

To explain the roles and responsibilities of all stakeholders (SLT, teachers, support staff, EWO's, students and parents/carers).

To shift the mind-set of all stakeholders around how attendance percentages can be translated into days of education missed. This will lead to a deeper understanding of the impact that attendance has on our young people's lives.

- To clarify the systems and procedures in place for dealing with poor attendance.
- To explain the procedures for monitoring attendance.
- To give a clear outline of our strategies/incentives to promote good attendance and punctuality

Roles and Responsibilities

The name and contact details of the Senior Attendance Champion within the school - the senior leader responsible for the strategic approach to attendance in our school is:

Mr Kevin Curtis

kcurtis@keyham.discoverytrust.org

0116 2416852

The name and the contact details of the school staff member pupils and parents/carers should contact for more individual support with attendance is:

Miss Pheann Walters – Education Welfare Offer (EWO)

Miss Pheann Walters

pwalters@keyham.discoverytrust.org

0116 2416852

Keyham Lodge School believes that excellent attendance can only be achieved if it is viewed as a shared responsibility of the school staff, advisory board members, Parents/Carers and the wider school community.

The Head of School

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the advisory board
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

Senior Attendance Champion

- Establish and maintain effective system for tackling absence and ensure these area followed by staff
- Regularly monitor and evaluate progress
- Actively promote the importance and value of good attendance to pupils and their parents/carers;
- Form positive relationships with pupils and parents/carers;
- Ensure there is a whole school approach which reinforces good school attendance;
- Monitor the attendance policy and ensure that it is adhered to;
- Contribute to the whole school approach which reinforces good school attendance; with good teaching and learning experiences what encourage all pupils to attend and to achieve;
- Facilitate the Termly Targeted Support Meeting with LA.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address issues;

- Report the schools attendance and related issues regularly to the advisory board;
- Develop a multi - agency response to improve attendance and support pupils and their families;

The school's Education Welfare Officer (EWO)

- Calls parent/carers regarding student absence
- Monitors attendance data across the school and at an individual pupil level this will include monthly to identify trends and ensure there are specific strategies/plans/interventions to improve student attendance
- Sends out warning letters to parents/carers when a student's attendance falls below 85%
- Reports concerns about attendance to the Head of School/attendance champion
- Works with the local authority to tackle persistent absence including attending the Termly Targetted Support meeting with the LA
- Sends out half termly attendance reports to parents/carers
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Head of School when to issue fixed-penalty notices
- Document interventions used to a high standard required should legal proceedings be instigated
- Work with other agencies to improve attendance and support pupils and their families;

Office Staff:

School office staff are expected to contact parents and carers about any unexplained absence and record it on the school system.

All Staff

- Actively promote the importance and value of good attendance to pupils and their parents/Carers;
- Form positive relationships with pupils and parents/carers;
- Ensure that all pupils are registered accurately via Arbor. This includes those students who are educated offsite or at an AP.
- Promote and reward good attendance with pupils at all appropriate opportunities;
- Liaise with the EWO on matters of absence and punctuality;

- Communicate any concerns or underlying problems that may account for a pupils absence so that school can support and put in place the right measures;
- Work with other agencies to improve attendance and support pupils and their families;
- Contribute to the whole school approach which reinforces good school attendance; with good teaching and learning experiences what encourage all pupils to attend and achieve;
- Document interventions used to a standard required by the local authority should legal proceedings be required;

Responsibilities of parents/carers

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility and permitting absence from school that is not authorised by the school creates an offence in law.

We expect our parents/carers to:

- Inform the school on the first day of absence before 9.00am, and any subsequent days after;
- Support the school with their child in aiming for high attendance for each academic year and support with the expectation that their child is expected to attend school every day unless there is an acceptable reason for them to be absent (i.e., acceptable in the school's view).
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Only request leave of absence if it is for exceptional circumstances;
- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress;
- Inform the school of any change of circumstances that may impact on their child's attendance;
- To work with the school, the student's attendance buddy, tutor teams or EWO to resolve/alleviate any attendance problems or protracted absence;
- Instil the value of education and regular school attendance within the home environment;
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home;

- To attend meetings as required in relation to their child's attendance;

We expect our pupils to:

- Pupils are expected to attend school regularly and to arrive punctually at school by 08.45am or there designated starting time and to the start of lessons;
- If late pupils must report to the front office where they will be met by a member of staff;
- Arrive at school in full uniform;
- Pupils should discuss with their attendance buddies or tutors if there is a problem that may lead to their absence, e.g. bullying, transport issues, long term medical issues, etc.;

Types of Absence:

By law, every half-day absence from school has to be classified by the school (not by parents/carers). Where students of compulsory school age are recorded as absent, the register must show whether the absence is **authorised** or **unauthorised**. For a full list of absence codes please see appendix 1.

- Authorised where the school approves the student's absence.
- Unauthorised where the school will not approve the student's absence.

Absence Procedure:

- Children are expected to attend school every day unless there is an acceptable reason for them to be absent (i.e., acceptable in the school's view).
- If a child is ill, or it is known they will be absent then the parent/carer is to call (Tel 0116 2416852) the school before 9.00am or **email office@keyham.discoverytrust.org** and notify the school of the child's absence, the reason and when the child is to be expected back in school.
- Parent/carers should contact the school on the first and each subsequent day of absence, unless a definite date of return is known.

- If the school has not been notified by 9.00am then a member of staff will contact parents/carers regarding the student's absence.
- If the school does not make contact with parents during the school day then the absence will be marked as unauthorised.
- Where your child has been absent due to attending a medical appointment, the school must receive the evidence in order for this to be approved. The evidence can be either a letter or an appointment card (screenshots of these may be appropriate). Parents/carers are expected to book routine dental, doctors or opticians appointments outside school hours where possible.
- Late Arrival (L): Due to transport and the distance students travel into school pupil registration begins at 8.30am and ends at 9.00am. Students arriving after this time will be marked as present but arriving late.
- If the register has closed and there isn't a satisfactory explanation as to why the student is late this may be classed as an unauthorised absence (U code).
- Pupils who are consistently late are disrupting not only their own education but also that of other pupils. On-going and repeated absences/lates (U code) are unauthorised absences and **may be subject to legal action**. Parents/carers of students will be contacted to discuss lateness if there is a repeated pattern of incidents and school staff will remind them of the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered.

Absence Procedure

Day 1 - Absence

- If the school has not been notified of a student absence by 9.00am then the office will contact parents/carers regarding the student's absence.
- Student absence is emailed to all staff.
- If students are on bespoke timetable then a call will be made 30 mins after their expected arrival time.

- If no contact home to parents or carers is made, the office will make a 2nd call before 12.00pm.
- The office will update attendance buddies/relevant staff as to whether contact has been made.
- If no contact is made after the 2nd call, the absence will be recorded as unauthorised.
- If students are on a CIN, CP or LAC and no contact is made by 12.00am then the office will notify social worker or any other relevant agencies

- If no contact home to parents or carers is made attendance buddies will make a follow up call before the end of the school day and update EWO/office if contact has been made.

Day 2 – Absence

Please follow process above.

Day 3 – Absence

If no contact is made after two school days and the student does not arrive to school then this should be recorded on CPOMS as an attendance concern (no contact 3 days) with attendance buddy/EWO tagged into the CPOMS to follow up with an additional action. A home visit will be made as soon as possible either by EWO or advised by EWO. Attendance buddy welfare checks 2.15-3.00 or 8.00-9.00am

If no contact is made either via phone or face to face on day 3 then follow day 3 procedures.

Who is responsible

-  Office/EWO
-  Attendance Buddy
-  EWO, attendance leads and safeguarding team.

Alternative Provision (AP)

- The attendance by students attending Alternative Provision (AP) is closely monitored through an attendance tracker. APs should email to apattendance@keyham.discoverytrust.org no later than 30 mins after the students start time with their daily attendance records. If an AP fails to notify the school of absence then the school will contact them directly. If an AP consistently fails to adhere to the attendance procedures then the students place will be reviewed. If a student absconds from or leaves the site early then APs should let the school know via the above email.

Leave of Absence in Term Time:

There will be no authorisation of absence for holiday during school time. The Government guidelines are very clear and only allow the Head teacher to grant leave of absence for exceptional circumstances. Parents do not have a right to take their child out of school for a holiday during term time.

- Notice of your intention to take your child out during term time should be made via an email directly to the Head of School – vedwards@keyham.discoverytrust.org. **If we do not receive formal notification, but are aware that you are on holiday, then the below remains the same.**
- The education (student registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence Section, states ‘A student may be granted leave of absence from the school to enable him/her to go away on holiday where: An application has been made in advance to the Head teacher by a parent with whom the child normally resides; and the Head teacher considers that leave of absence should be granted due to ‘exceptional circumstances’ relating to that application. Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty notices to parents of children with unauthorised absences from school. These are issued per parent, per child.
- Requests for compassionate leave will be judged on an individual case basis.

Religious Observance:

- Leicester City is a vibrant and diverse city that promotes respect for the faiths and values of its communities. There are many religions celebrated within our cohort of student and it is important that we recognise the diversity of the population.
- In Leicester City one day for each religious festival (no more than three days in one academic year) can be counted as authorised absence, where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, we will seek advice from the parents/carers religious body to confirm whether the day is set apart.

Monitoring Attendance

Tutors and attendance buddies will take responsibility for the day to day monitoring of attendance. It is the responsibility of the Attendance Champion and the school's EWO to examine data on absences. Attendance data is also used to identify emerging patterns or trends of absence to inform whole school strategies to improve attendance and therefore attainment. Any absences that continue to cause concern and that cannot be explained by parents/carers will be referred to the EWO. Cases are also referred to the EWO where attendance is authorised by parents/carers but is still a cause for concern; for example when a child is regularly ill on a Monday or a Friday, or when a phone call is made to say a child is ill but they are seen out in their local community.

Persistent and Severe Absentees

Persistent Absentees are defined as children with an attendance percentage below 90%. This is equivalent to having one day off every two weeks. Severe Absenteeism is defined as children with an attendance of 50% or below, equivalent to missing over half of all educational sessions. Persistent and Severe Absentees miss significant amounts of their education and are in danger of falling behind. All students whose attendance falls below 85% will be tracked and monitored each week by the EWO and attendance lead with clear actions

implemented to improve student attendance. The protocol on the next page of this document has been developed to support those student who are persistently absent;

Formalising support

We will support pupils and parents/carers to address any in-school barriers which are impacting upon attendance; however, if a pupil's absence continues to rise after attendance buddies/tutor teams contacting their parent/carers, we will intensify support. Where absence does not improve, or earlier support is not engaged with, we will follow this steps on the persistent absence process below. and other local partners to support families). The school will use a range of strategies to engage families and support them in meeting their responsibilities regarding attendance.

National Framework for Penalty Notices (Effective August 2024)

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (O and/or U coded within the school's registers). The 10 school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

If our school refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned parents/carers that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of an Attendance Concern Letter. We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances without first exhausting our internal support systems. In such circumstances, our school will take a holistic approach to the issue and involve other agencies as necessary.

Persistence Absence Process

- Attendance buddies and tutor teams to support students to ensure attendance is maintained at a high level.
- Half termly attendance targets set and attendance to be reviewed regularly with attendance buddies.
- Weekly, bi-weekly and half termly incentives for high attendance both individual and as a tutor group.

- Attendance buddies and tutor teams to look for reasons for absence e.g blocks of illness, medical appointments and any potential patterns in absence.
- Attendance buddies and tutor teams to contact home and explain attendance is low and a cause for concern. No further action may be needed at this stage but attendance buddies/tutor team should continue to closely monitor student attendance.

- If attendance drops below 85% the EWO will send out the attendance concern trigger letter 1 to parents/carers.
- **Students who obtain more than 10 unauthorised absences (the equivalent of 5 full school days) in a 10-week period, or have term time leave of 5 or more consecutive days may be subject to a Penalty Notice issued by the Local Authority.**
- Attendance buddies and tutor teams will be made aware of this and will continue to support with attendance.
- Any contact with parents or unexplained absences will be noted on the attendance tracker.

- If attendance continues to drop after a two week monitoring period then the EWO will send out the attendance concern trigger letter 2 and a meeting will be arranged with parents/carers.
- During this meeting a range of strategies may be explored to support student attendance including pastoral or keyworker input, adapted timetables/personalised provision, student incentives, parental contracts or involvement with Early Help/social care.

- **If attendance continues to drop after a further two week monitoring period from the parent/carer meeting then the case will be referred to the the Local Authority who may issue a penalty notice of £160 per child (reduced to £80 if paid withn 28 days) or in some cases court procedding may be deemed more appropriate.**

Communication with Parent/Carers

To shift the mind-set of all stakeholders, attendance figures will be translated into days of education missed where possible (see appendix 2). This will lead to a deeper understanding of the impact that attendance has on our young people's lives.

- Half-Termly attendance reports will be sent out to parents/carers
- Attendance to be communicated and celebrated to parents/carers during Parents' Evenings through progress reports, certificates and phone calls home.
- Attendance buddies will follow the absence procedure (shown above) to attempt to remove any barriers which may be impacting upon a student's attendance. They will also update parents/carer after half-termly attendance reviews.
- Attendance successes which are awarded during achievement assembly will be shared with parents/carers.
- Where a student's attendance is a cause for concern letters are sent home about absence and lateness, stressing the legal requirements for students to attend and the potential EWO involvement and financial penalties that may be served for non-attendance.

Incentives:

- Attendance buddies - every member of staff is paired with a student based on their relationship dynamics. The student's set a half termly/termly attendance target with their attendance buddies. If a student achieves their target they earn a personalised reward (appendix 3 shows an example attendance buddy sheet). On the first school day of every month there will be a monthly attendance review with staff and attendance buddy during morning tutor time.
- 100% attendance roulette (all students with 100% to be entered into a prize draw every two weeks and a draw at the end of the half term for those students with 100% attendance).

- 100% and 90% attendance trips, residential, rewards and activities at various points throughout the academic year
- Tutor trip fund – Tutor groups can earn money to their fund if they meet their weekly attendance target.
- House team attendance meal: half termly meal for the house team with the highest attendance.
- The behaviour for learning Gear rewards system is underpinned by attendance. Poor attendance affects weekly gear averages and incentives linked to gears e.g. Top Ten performers/tutor trip fund.

Appendix 1

Code	Description:
Code /\:	<p>Present at the school / = morning session \ = afternoon session This code is classified for statistical purposes as attending. Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.</p>
Code L:	<p>Late arrival before the register is closed. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes. This code is classified for statistical purposes as attending</p>
Code K:	<p>Attending education provision arranged by the local authority. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead. This code is classified for statistical purposes as attending an approved educational activity</p>
Code V:	<p>Attending an educational visit or trip This code is classified for statistical purposes as attending an approved educational activity</p>
Code P:	<p>Participating in a sporting activity This code is classified for statistical purposes as attending an approved educational activity</p>
Code W:	<p>Attending work experience This code is classified for statistical purposes as attending an approved educational activity.</p>
Code B	<p>Attending any other approved educational activity The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. This code is classified for statistical purposes as attending an approved educational activity.</p>
Code D:	<p>Dual registered at another school The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. This code is classified for statistical purposes as not a possible attendance to avoid double counting.</p>

Code C1:	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. This code is classified for statistical purposes as authorised absence.
Code M:	Leave of absence for the purpose of attending a medical or dental appointment. If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session. This code is classified for statistical purposes as authorised absence.
Code J1:	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution This code is classified for statistical purposes as authorised absence.
Code S:	Leave of absence for the purpose of studying for a public examination This code is classified for statistical purposes as authorised absence.
Code X:	Non-compulsory school age pupil not required to attend school. This code is classified for statistical purposes as not a possible attendance
Code C2:	Leave of absence for a compulsory school age pupil subject to a part-time timetable In very exceptional circumstances, where it is in a pupil's best interests, schools can temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.
Code C:	Leave of absence for exceptional circumstances A leave of absence in term time should only be agree in Exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. This code is classified for statistical purposes as authorised absence
Code T:	Parent travelling for occupational purposes. The pupil is a mobile child (no fixed abode) and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. If there is genuine and reasonable doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence. For statistical purposes this is counted as authorised absence
Code R:	Religious observance This code is classified for statistical purposes as authorised absence.

Code I:	Illness – Physical and Mental (not medical or dental appointment) Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Where the school has genuine and reasonable doubt about the authenticity of the illness, medical evidence should be requested to support the absence.
Code E:	Suspended or permanently excluded and no alternative provision made. This code is classified for statistical purposes as authorised absence.
Code Q:	Unable to attend the school because of a lack of access arrangements. This code is classified for statistical purposes as not a possible attendance.
Code Y1:	Unable to attend due to transport normally provided not being available. This code is classified for statistical purposes as not a possible attendance.
Code Y2:	Unable to attend due to widespread disruption to travel (caused by a local, national, or international emergency). This code is classified for statistical purposes as not a possible attendance.
Code Y3:	Unable to attend due to part of the school premises being closed. This code is classified for statistical purposes as not a possible attendance.
Code Y4:	Unable to attend due to the whole school site being unexpectedly closed. This code is classified for statistical purposes as not a possible attendance.
Code Y5:	Unable to attend as pupil is in criminal justice detention. This code is classified for statistical purposes as not a possible attendance.
Code Y6:	Unable to attend in accordance with public health guidance or law
Code Y7:	Unable to attend because of any other unavoidable cause. This code is classified for statistical purposes as not a possible attendance.
Code G:	Holiday not granted by the school. This code is classified for statistical purposes as unauthorised absence
Code N	Reason for absence not yet established. This code is classified for statistical purposes as unauthorised absence.
Code O:	Absent in other or unknown circumstances. Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.

	This code is classified for statistical purposes as unauthorised absence
Code U:	Arrived in school after registration closed. This code is classified for statistical purposes as unauthorised absence.
Code Z:	Prospective pupil not on admission register. To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. This code is not collected for statistical purposes.
Code #:	Planned whole school closure. This code is not collected for statistical purpose

How does your child compare?

- **190 days at school in one academic year**

Attendance During one school year	Equals this number of days absent	Which is approximately this many weeks absent
95%	10	2 Weeks
90%	19	4 Weeks
85%	29	6 Weeks
80%	38	8 Weeks
70%	57	11 Weeks
60%	76	15 Weeks
50%	95	19 Weeks



Attendance Challenge

Name:

Attendance Buddy:

My attendance last year was:

**My attendance target until Friday 11th
October 2024:**

**Target Period: Wednesday 28th August
to Friday 11th October (33 school days)**

**If I hit my attendance target I will
receive a special invitational meal,
2 days of non-school uniform day, a hot
drink for a week at break.**

£15 REWARD OF YOUR CHOICE

How does missing a day at school impact upon my attendance over the 33 days?

Attendance	Days/Weeks Missed
100%	0
97%	1
94%	2
90%	3
85%	1 Week
70%	2 Weeks

Each day missed impacts upon your attendance by just over 3%