

SCHOOL ATTENDANCE

WHAT PARENTS NEED TO KNOW



WHY IS EXCELLENT ATTENDANCE IMPORTANT?

Excellent attendance and punctuality are vital for success at school, and to the establishment of positive life habits that are necessary for future success.

Through attending regularly, students can:

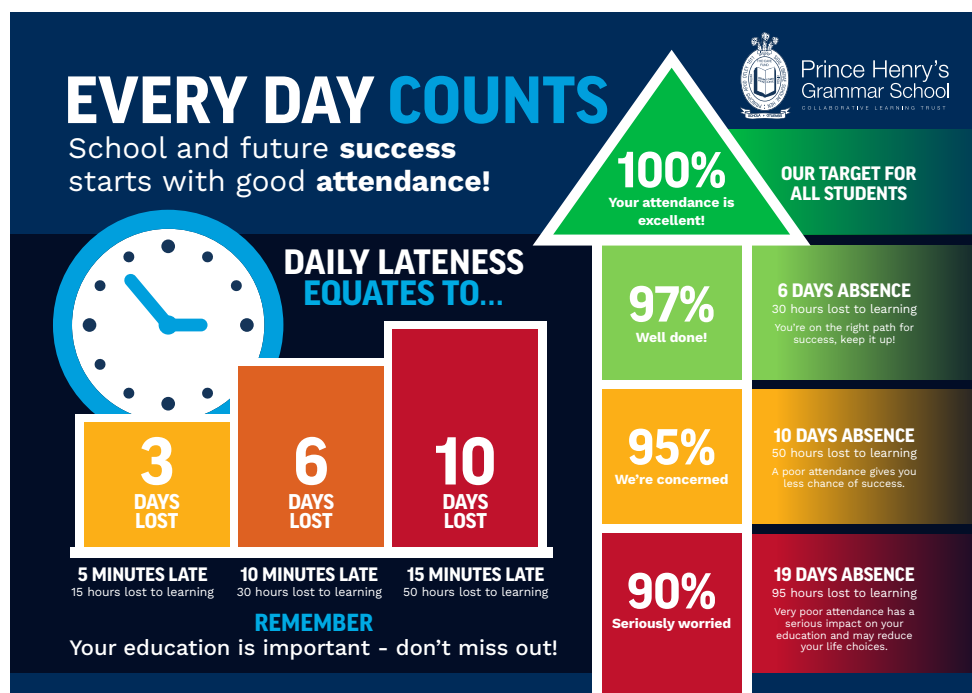
- Build friendships and develop social groups.
- Develop life skills.
- Engage in essential learning and other school social events.
- Achieve to their full potential.
- Minimise the risk of engaging in anti-social behaviour.

DEFINITIONS OF ATTENDANCE

Our attendance target for all students is 100% and our **minimum expectation is 97%**. When we speak with students about their attendance we always relate this to the number of lessons and days missed. The visual above shows the impact of days missed and minutes late on a child's learning.

For example:

- If a child is **late to school just 5 minutes** each day, throughout the year it equates to **3 days lost to learning (15 hours)**.
- Attendance of **97%** allows for one day of absence per half term and results in **30 hours lost to learning**.



IMPORTANT REMINDERS



1. Parents should report any absence to the school via the absence line on **01943 855682 before 8.30am**. Parents should provide the child's full name, form/year and reason for absence.
2. Parents should contact the school for **each day** a child will not be attending school.
3. If the school are not notified of the absence, parents will be contacted through our **absence text** messaging service **by 9.45am**. This will be followed up with a phone call to request the reason for absence.
4. **Students must be onsite by 8.25am**, all gates are locked at 8.27am. Any student arriving after this will be marked as late.
5. Students arriving after 9.00am they will be marked as a U code, which is **unauthorised absence** and this will mean that they can only get 50% attendance for that day.
6. We will **request medical evidence** if a child's absence is **5 or more consecutive days**.
7. We will request a **specialist letter** when there is an absence of more than **2 weeks**.
8. Term time leave will only be granted by the headteacher in **exceptional circumstances**.
9. Where possible **all appointments should be made outside of the school day**.
10. We will conduct home visits if your child is absent from school.

IS MY CHILD TOO ILL FOR SCHOOL?



As a school we want to work with parents/carers to ensure that every child's attendance is as high as possible as there is a clear link between attendance, progress and wellbeing.

The NHS have produced clear guidelines to be used by schools and parents/carers which state when children should be kept off school and when they shouldn't. As a school we will be referring to this guidance to determine if we are able to record absences as authorised or unauthorised. You can find this information using the link below

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)




Is my child too ill for school?

WILL MY CHILD'S ABSENCE BE AUTHORISED?

AUTHORISED	
✓	An absence for sickness for which the school has granted leave.
✓	Medical or dental appointments which unavoidably fall during school time.
✓	Religious or cultural observances.
✓	An absence due to a family emergency.
✓	Sporting events, music assessments and competitions (Headteacher's approval is required).

UNAUTHORISED	
✗	Students who are absent from school without reason.
✗	Truancy before or during the school day.
✗	Arrival at school after registration has closed (after 9.00am).
✗	Absence due to shopping, looking after other children or birthdays.
✗	Mild student illness may be unauthorised.

YOU MAY ASK, "WHAT CAN I DO TO HELP?"

AS A PARENT OR CARER YOU CAN HELP BY:	AS A STUDENT YOU CAN IMPROVE YOUR ATTENDANCE BY:
 <ul style="list-style-type: none">Ensuring your child understands the importance of excellent attendance and punctuality.Taking an interest in their education – asking about school work and encourage them to get involved in school activities.Discussing any problems they may have at school and inform their Year Manager to pass on concerns quickly.Not allowing them to take time off school for minor ailments.Arranging appointments after school hours.Being open and willing to work with us to improve your child's attendance.	 <ul style="list-style-type: none">Speaking to a trusted adult about the reasons why you might not want to come to school.Seeking support from your Year Manager or Student Wellbeing Officer or Attendance Officer.Trying hard every morning to get up and get to school, unless you are really unwell.Getting an early night, feeling tired on a morning can make getting to school harder.Making sure you get to school on time every day.

PUNCTUALITY MATTERS



ON TIME

All students should be in school no later than **8.25am**.



LATE

Students who arrive after **8.30am** will be marked as late (L).



UNAUTHORISED ABSENCE

Students who arrive after **9.00am** will be marked as a (U) code which is unauthorised absence - this has a significant impact on attendance.

IMPORTANT CONTACTS



E: info@princehenrys.co.uk **T:** 01943 855682
Attendance Officer: Christine Waite

YEAR MANAGERS

Year 7 - Mrs McQuire **Year 10** - Mrs Wood
Year 8 - Mrs Crosby **Year 11** - Miss Parker
Year 9 - Mr Gracey **Year 12/13** - Mrs Robinson-Junni