

## Research is clear that:

Pupils who attend school regularly are statistically more likely to gain better examination results.

Pupils who have missed lessons through absence are often not able to catch up. This, naturally, has a serious impact on their learning and progress. Smithdon High School is committed to ensuring all pupils achieve their full potential and, as such, we consider regular attendance as the starting point for all interventions.

## The Law:

### What this means for you, as parents/carers:

The Educational Act 1996 requires that parents/carers of children who are of compulsory school age (5-18 years old) must ensure they attend school regularly. Parents/carers commit an offence if their children are absent from school without good reason.

### Unauthorised absence includes:

- Arriving at school after Registration has been completed (9.00am) without reason
- All day absence for medical or dental appointments
- Birthdays
- Shopping – even for school equipment/clothes
- Looking after sick relatives or younger children
- Family holidays – unless authorised by the Headteacher (in exceptional circumstances only: please contact the school for information before booking a holiday)

## Legal Actions

Fixed Penalty Notices for unauthorised absence.

In order to give pupils the best chance of achieving their potential the Government insists that all schools must aim for the highest possible attendance for all pupils.

## Fixed Penalty Notices

Norfolk Local Authority runs a system where a Fixed Penalty Notice may be issued where a pupil meets the criteria for legal intervention due to unauthorised absence.

### The criteria for legal intervention in the form of a Fixed Penalty Notice is if a pupil has:

- 9 consecutive unauthorised sessions (4.5 days)
- 9 unauthorised sessions (4.5 days) within a 6 week period

A Fixed Penalty Notice is a fine of £60 per parent/carer per child, which must be paid in one payment within 21 days. If this is not paid, a further fine of £60 will be issued. Both payments (£120) must be paid within 28 days. Failure to pay this final amount within the timescale will lead to further legal action being taken.

# How We Consider Attendance:

## 100% - Excellent

Pupils have every opportunity available to succeed

## 96-99% - Good

Pupils who attend over 95% of the time, are statistically more likely to achieve higher GCSE or equivalent grades (that means gaining at least 5 subjects at Grades 9-5)

## 91-95% - Below Expectations

91.5% attendance = missing on average 17 days of school in a year

This means results achieved at GCSE are likely to be at least one grade lower than they could have been

## 90% and below – Persistent Absence

Pupils with less than 90% attendance are classified as persistently absent. As a result, they are unlikely to gain 5 GCSEs.

If your child falls below 90% attendance and into this category, you will be contacted for intervention by the school and/or Local Authority in order to help increase attendance.

## How can you support us?

Truancy/unsupervised absences can put pupils at risk. Persistently absent pupils are more likely to become teenage parents, unemployed, homeless, involved in crime, engaged in drug abuse.

## You can help your son/daughter achieve their full potential, by:

- Ensuring their attendance is your priority
- Contacting Smithdon High School to report any absence and legitimate reasons for absence
- Providing the school/pastoral manager with any evidence you have to support the reason for your child's legitimate absence
- Ensuring your child returns to school as soon as they are able
- Contacting the School if you are concerned that your child may not have been attending or if you have any other concerns regarding their attendance

## How to report an absence:

If you need to inform the school that your child is/will be absent, please call or email the Attendance Officer (This line is available 24/7 and a messaging facility is available) or text:

- [attendance@smithdonhigh.org.uk](mailto:attendance@smithdonhigh.org.uk)
- 01485 536123
- Text: 07935 059774



## Smithdon High School

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*Work hard – Be kind – Smile*

[www.smithdonhigh.org.uk](http://www.smithdonhigh.org.uk)

# Attendance Matters

**2023-2024**

## Information for Families

Punctual and regular school attendance is essential for pupils to succeed in their learning from the time a child starts school until their final day.



 West Norfolk  
Academies Trust