



SMITHDON HIGH SCHOOL  
HUNSTANTON

# Guide to Attendance for Parents

*Last updated: September 2021*

*Work hard, be kind and smile*

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# Why is Attendance Important?

The aim of this booklet is to outline the importance of regular attendance at school and to emphasise the impact it can have, not only on your child's academic progress – research indicated that there is a direct link between poor attendance and poor achievement – but also on their personal and social development.

**Smithdon High School has a minimum target of 96% attendance for every child.**

## **While 90% attendance sounds like a high figure:**

- a student who has a 90% attendance rate has missed 20 days (4 weeks) of school
- that is over 100 hours of learning (100 individual lessons) missed and is equal to ½ a day missed every week of the year
- if a student's attendance rate is 90% for all 5 years at Smithdon (Years 7-11), they will have missed **half a school year of learning**.
- only 35% of students who miss between 10% and 20% of school each year go on to achieve 5 GCSEs at Grades 9-4 including English and Maths, compared to 73% of students whose attendance is over 95%.

So, 90% attendance is not actually that good at all.

## **What impact would this have in real terms?**

Research suggests that:

- for every 17 days of school missed, a student will drop one GCSE grade in each subject
- pupils with no absence are 3.1 times more likely to achieve a Grade 5 or above than pupils who missed 10-15% of all possible sessions

## **Number of School Days per year:**

- There are 365 days in a calendar year; 190 of those are spent at school.
- **175 days are NOT spent at school** – plenty of time for shopping, daytrips, quality family time, holidays and appointments.

If young people do not attend school regularly, they will experience difficulties in keeping up with their studies but they also **miss out on the many co-curricular activities and opportunities we offer at Smithdon** to support the curriculum and nurture them as they grow into young adults.

Students who do not attend school regularly are also at a much greater risk of becoming involved in crime, including County Lines drug gangs, or becoming victims of abuse, whereas good attendance promotes lifelong skills.

### **How do we promote good attendance?**

We promote good attendance through a variety of actions and activities, discussed in this guide.

It is important that we help our students to get into the good habits that they will need in the workplace. Excellent attendance and punctuality are essential in their future employment and we regularly receive requests from potential employers for references regarding attendance and punctuality.

Students who develop a poor pattern of attendance and punctuality will be monitored by our Attendance Officer and the Pastoral Team (including the Senior Leadership Team) and you may be invited into school for a meeting with the Attendance Officer and another member of the team. These meetings are about supporting you and your child to address the reasons for their lateness and/or poor attendance and to put in place **supportive action plan(s)** to lead to improvements and ensure they have the opportunity to gain the best experiences and qualifications from their time at Smithdon.

### **Legal Responsibilities:**

As a parent, you are legally responsible for ensuring that your child attends school regularly and is punctual. If you fail to ensure this, you are committing an offence under the Education Act (1996) which may lead to a fine of up to £2500 and/or a prison sentence. You may also find yourself issued with a fixed penalty notice.

### **Persistent Absence (PA):**

PA is classed as any absence that is equal to over 10% of the academic year at any given time. Any student, who appears on the PA list, will be monitored formally for their attendance.

## **Absence**

If your child is absent from school through illness, you will need to contact the school in order for us to consider authorising the absence – sharing any evidence you may have to support the absence (see below).

If your child is being monitored by the attendance team, you may be asked to provide medical verification in order for the absence to be authorised.

You are asked to **contact the school** on the first morning of absence **by 8.30am** either by:

- Emailing [attendance@smithdonhigh.org.uk](mailto:attendance@smithdonhigh.org.uk)
- Phoning **01485 536123** – should the Attendance Officer not be available, there is an active answer machine on this line 24 hours a day
- Texting **07935 059774**

You should continue to contact the school **each day the absence continues** unless you have confirmed a predicted date of return following a specific medical condition or advice from a medical professional.

Please note, **should we send your child home due to illness, the rest of that day's absence will be authorised; however if they will be absent from school the following day you should contact the school (as above)**, otherwise this continued absence will be recorded as unauthorised.

Absences of 9 sessions (4.5 days) or more will not be authorised without medical verification, in the form of an appointment card, copy of a prescription, doctors' note or copy/actual medication label with clear name and date. This should be handed in on the first day that your child returns to school. At any point during the absence, the Attendance Officer, Pastoral Manager or Assistant Headteacher for the Key Stage may visit your home in order to satisfy safeguarding regulation and offer support where necessary.

Where possible, appointments for routine check-ups should be made at the end of the school day or during school holidays (i.e. outside of school hours). Where a medical appointment is unavoidably during the school day, we would expect your child to attend school prior to the appointment and come back into school following the appointment, dependent on the time of the appointment.

If your child has been ill in the night and has had broken sleep, rather than keeping off school all day, please consider sending them into school in the afternoon with a note. Your child may feel better and they will have the chance to join their friends and find out about any learning missed in the morning.

### **Absent, but able to learn?**

If your child is absent due to a long term or contagious illness but is able to work at times, please contact the Pastoral Manager or individual teachers to request work. With access to Google Classroom and through their school email, work can be accessed easily and shared individually with your child to help reduce the amount to

catch up on their return and also reduce any anxiety about their return by making contact beforehand.

## **Fixed Penalty Notices**

If your child is equal to or more than 9 sessions (which equates to 4.5 days) of unauthorised absence in a 6-week period, the Local Authority may issue parents with a Fixed Penalty Notice. The Penalty Notice is £60 per child per parent. If the fine remains unpaid after 21 days, the penalty increases to £120. If the notice remains unpaid after 28 days the Local Authority may commence proceedings [under the 1996 Education Act, Section 444 (1)] to prosecution for non-payment of the Penalty Notice.

If a parent reports that a child is absent from school due to illness and subsequently it becomes apparent that the child has been absent for the purpose of a term-time holiday, the school will ask for medical verification. If this is not available, and the absence was for 9 or more sessions, the school will apply to the Local Authority to issue a Fixed Penalty Notice.

There are many stories about parents choosing to simply decide to pay the Fixed Penalty Notice as a cheaper alternative to an expensive holiday. However, if a parent does this once, the next time they take a leave of absence without authorisation it could be seen to be an “aggravated offence” and therefore could lead to a prosecution or higher level of Court disposal.

## **Leave of Absence**

The Education Regulations make clear that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. In exceptional circumstances, Smithdon High School will consider a request for leave of absence for one period of absence during the academic year. Weddings and family events are not classed as special or exceptional circumstances.

In order to make a request, you need to complete a leave of absence request form, provide evidence to support your application and return it to school at least six weeks prior to the proposed date of absence.

# Rewards

As part of our positive ethos, our focus for attendance is centred around rewarding regular good attendance and acknowledging students' successful efforts to improve their attendance.

Reward points will be issued for attendance on a half-termly basis:

- 100% attendance for the half term – R4 (4 reward points)
- 95-99% attendance for the half term – R3 (3 reward points)

Certificates and badges are awarded for 100% attendance on a termly basis:

- One term at 100% = Bronze
- Two terms at 100% = Silver
- Three terms at 100% = Gold

Students who have had an attendance intervention and who then demonstrate improving attendance will be issued letters and reward points to recognise their improvement:

- Improving Attendance letter = R1 (1 reward point)
- Continued Improvement letter = R2 (2 reward points)

We also run a regular year group competition for tutor group attendance figures with a 'travelling' award and prizes for the winning Tutor Group in each period.

Students with good levels of attendance will also be rewarded by opportunities and invitations to attend excursions, trips, end of school celebrations (such as the Year 11 Prom), etc.

Tutors award an R1 each week for 100% attendance the previous week. A new weekly raffle is also being introduced in September 2021, where a student in each year group will be randomly selected each week. If their attendance is 100% for the previous week, an Amazon voucher will be awarded. If the voucher is not won, it will roll over to the following week – until the amount is won.

# What can parents do to help?

It is important that you **know the term dates** (on the next page) so that you can help to prepare your child for the start of each new term after a holiday – everyone finds it tough the first day back at work or school after any time off – and so you can ensure they have everything they need and are ready to learn.

It is important that you **inform us of any medical or emotional issues** that may be affecting your child's attendance to enable us to offer the appropriate support.

If you suspect that your son or daughter is **experiencing any problems or issues** at school that may be affecting their attendance (or they have told you about these) – please make contact with us as soon as possible via their Pastoral Manager (or Assistant Headteacher for the Key Stage). This will alert us to any problems and help us to work with you and your child towards resolving any issues. It is important that your child understands that you are working with the school to support them and ensure that there are no barriers to learning. It also shows them that you do not condone absence from school.

As much as possible, **provide any medical verification of illness** to support an absence from school, related to physical and/or mental health. This can take the form of, but not limited to, the following:

- appointment cards
- screenshots of appointment reminders
- boxes with/photos of the labels on medication (including student name and date of issue)
- copies of prescriptions
- letters from accredited medical professionals

Please ensure your child's full name, form group and dates of absence are included within any note provided or email sent to the Attendance Officer.

You can contact the Attendance Officer via:

Telephone: **01485 536123**

Text message: **07935 059774**

Email: [attendance@smithdonhigh.org.uk](mailto:attendance@smithdonhigh.org.uk)

Please ensure that we are kept up to date with any change of contact details for you, anyone with parental responsibility and additional contacts – so that we are able to contact you in the event of any emergency.



# Term Dates 2020-2021

|                              |  |
|------------------------------|--|
| Thursday 2 September         | INSET DAY – students will not attend                             |
| Friday 3 September           | INSET DAY – students will not attend                             |
| <b>Monday 6 September</b>    | <b>School opens for Yr7 students only</b>                        |
| <b>Tuesday 7 September</b>   | <b>School opens for Yr7 &amp; 11 students only</b>               |
| <b>Wednesday 8 September</b> | <b>School opens for all students</b>                             |
|                              |  |
| Thursday 21 October          | School closes for half term                                      |
| Friday 22 October            | INSET DAY – students will not attend                             |
|                              |  |
| <b>Monday 1 November</b>     | <b>School reopens</b>  |
| Friday 17 December           | School closes for the Christmas holiday                          |
|                              |  |
| Tuesday 4 January            | INSET DAY – students will not attend                             |
| <b>Wednesday 5 January</b>   | <b>School reopens for the Spring Term</b>                        |
| Friday 11 February           | School closes for half term                                      |
|                              |  |
| <b>Monday 21 February</b>    | <b>School reopens</b>  |
| Friday 1 April               | School closes for the Easter holiday                             |
|                              |  |
| <b>Tuesday 19 April</b>      | <b>School reopens for the Summer Term</b>                        |
| Monday 2 May                 | May Day Bank Holiday   |
| Friday 27 May                | School closes for half term                                      |
|                              |  |
| <b>Monday 6 June</b>         | <b>School reopens</b>  |
| Thursday 21 July             | School closes for the Summer holidays                            |
| Friday 22 July               | Day off in lieu of additional Bank Holiday in May half term week |
| Monday 25 July               | INSET DAY – students will not attend                             |

# The Law

## **You are legally responsible for:**

- Ensuring your child receives full time education
- Ensuring that your child attends school regularly

## **You can meet your legal responsibilities, and give your child a helping hand, by:**

- Ensuring that your child attends school every day
- Ensuring your child is punctual by leaving home in time to get to school by 8.25am
- Supporting and encouraging your child in school by attending parents' evenings and other events which enable us to work together to achieve the best outcomes and experiences for your child
- Making appointments for your child to visit the doctor (except urgent cases), dentist or optician outside of school hours
- Informing the school of absences and providing reasons for absence

## **Encourage punctuality and don't be late! ... after 8.25am**

A prompt arrival at school will enable your child to start the day in a relaxed, enjoyable manner with participation in Form Time or assembly – during which time they study learning skills, study skills, personal development and resilience, as well as careers exploration and other topics. They also receive important notices during this period.

***The link between attendance and success in school is clear: the more a pupil is in school, the greater their opportunity to fulfil their academic potential and become a confident, resilient and ambitious individual.***

# Support for you and your child

We are always happy to support our students and their families with any issues relating to attendance and punctuality. Please let us know as soon as possible if your child is unhappy at school. We will endeavour to change things for the better where we can – through a number of potential supportive measures.

Likewise, we will contact you if we have any concerns regarding your child, or if we identify anything that could cause a potential concern.

## Staff to contact / who may contact you are:

- **Your child's tutor**
- **Pastoral Managers**
  - Year 7                      Mrs Bowyer
  - Years 8 or 9              Miss Bucke
  - Years 10 or 11          Miss Green
- **The School's Attendance Officer**

Mrs Cummings
- **Assistant Headteacher**
  - **for Year 7**                                      Mrs Chapman
  - **for Years 8-9**                                Mrs Robinson
  - **for Key Stage 4 (Years 10-11)**      Mr Knott
- **The Head of School**

Mrs Gibbins

## Long-term or chronic medical conditions

Please talk to us if your child has a chronic or long-term illness as there are a number of ways we can support your child and also that they can maintain some education – such as hospital schools or teaching services, home learning access and education centres.

We will always aim to support your child in being able to continue some form of education; and we will work closely with you and your child to ensure that we maintain the right balance so your child can keep up whilst checking the type and amount of school work that your child does is appropriate for them and their medical condition.

# Punctuality

It is important that students meet the school's expectations regarding punctuality to school and to lessons. We would encourage you to speak with your child and the need for good punctuality.

Please help your child to be punctual by:

- Encouraging them to prepare for each school day the night before – packing their bag, preparing their clothes, etc
- Supporting them to have a good night's sleep, e.g.
  - no devices before bed/in the bedroom
  - keeping a regular bedtime
  - making sure they eat nutritious, healthy food and an appropriate time in the evening, to help their growth and sleep patterns
- Ensuring they have an alarm clock with a regular alarm time (or similar) allowing them plenty of time to get ready for school
- If you are bringing them to school, supporting them to arrive on time – ideally with a few extra minutes to get from your car, onto the school site and to their form room by 8.30am at the latest

If your child is late three or more times in a week to the statutory registration (am and pm) they may be issued a detention.

If the lateness continues, you may be contacted by the Attendance Officer to attend a meeting to put a plan to address your child's lateness and support their regular punctuality.

If your child is persistently late for school, you will be contacted by a member of the Senior Leadership Team (through the Attendance Officer) for a formal meeting regarding attendance and punctuality.

**Persistent lateness after registration has closed could lead to the Local Authority issuing parents with a Fixed Penalty Notice.**

|  |  |
|--|--|
| <p><b>Being late to school adds up to lost learning. <u>Arriving late every day:</u></b></p> <ul style="list-style-type: none"><li>• 5 mins late = over 3 days lost</li><li>• 15 mins late = 2 weeks' absence</li><li>• 30 mins late = 19 school days lost</li></ul> <p><b>Each year</b></p> | <p><b>BEING PUNCTUAL SHOWS THAT YOU...</b></p> <ul style="list-style-type: none"><li>• HAVE INTEGRITY</li><li>• VALUE &amp; RESPECT OTHERS</li><li>• CARE</li><li>• ARE RESPONSIBLE</li><li>• VALUE YOURSELF</li></ul> |
|--|--|

# Students' Responsibilities

Aim for 100% attendance

Be punctual to registration and lessons

(arrival at school by 8.25am for a prompt 8.30am start – students arriving after this will be marked as Late)

Ensure you are only late with a valid reason (and evidence) – provided when you sign in at Reception

Arrive to school equipped and ready to learn

Prepare for each school day the night before

Use the toilets at break times and lunch times (not immediately before a lesson)

Prevent catching illnesses by maintaining good hygiene:

- Wash your hands with soap and water regularly
- Don't share food or drinks with your friends
- Don't share clothing with your friends
- Throw away used tissues

## Recipe for success:

1. Only stay at home if you are genuinely ill – with an illness that requires you to stay at home (see the guidance appendix)
2. Avoid going on holiday in school time
3. Get organised the night before and get enough sleep
4. Talk to your parents about school and how you feel about it
5. Talk to someone if something is bothering you – especially if it is making you want to stay home and not come into school. You are not alone; we are here to help you
6. If you do need to be off school, even just one day, make sure you catch up on the work missed and ask your teacher(s) for help if you are not sure what you need to do/have missed or don't understand the work

# Emergency First Aid Referrals

**Please note that Smithdon High School operates an emergency only first aid facility** – there is no medical room other than the Covid Suite for isolating students with potential Coronavirus (Covid-19) symptoms while awaiting collection.

If a student is unwell or has an accident during school hours, they must follow the correct procedures and go to the Pastoral Team, who will provide appropriate first aid and contact their parent(s) if necessary – such as making you aware of the injury; requesting your child is collected from school if they are unable to continue their lessons; informing you of what first aid support has been administered. As such, please ensure your contact details are always up to date.

**A student who is sent home injured or sick will have the remaining school session that day recorded as authorised absence. However, further absence from school should be covered by contact from their parent by email or telephone, by 8.30am.**

## Useful Contact Details

### Smithdon High School Office/Reception

Tel.: 01485 534541

Email: [office@smithdonhigh.org.uk](mailto:office@smithdonhigh.org.uk)

### Attendance Officer – Mrs Cummings

Tel.: **01485 536123**

Email: [attendance@smithdonhigh.org.uk](mailto:attendance@smithdonhigh.org.uk)

Text: **07935 059774**

### Pastoral Managers

Email: [pastoralstaff@smithdonhigh.org.uk](mailto:pastoralstaff@smithdonhigh.org.uk)

Mrs Bowyer            01485 536114

Miss Bucke            01485 536121

Miss Green            01485 536119

### SENDCo/Designated Safeguarding Lead

Ms Bazeley-Smith

Email: [r.bazeley-smith@smithdonhigh.org.uk](mailto:r.bazeley-smith@smithdonhigh.org.uk)

# Common Ailments Guidance

## Should my child stay home from school?

Parents often ask us if their child should be in school. If your child has no temperature but has a cold, headache, earache, then – as with adults – medical advice is to give them paracetamol (Calpol, etc) and send them to school. We will always contact you if your child’s condition worsens or if we believe it is contagious, such as vomiting, chicken pox, etc.

Many children experience common ailments from time to time. Most of these do not need a prescription, are rarely serious and do not require time away from school. Often, treating your child’s ailment or illness yourself, or with advice and medicines from your pharmacist, can be the quickest and easiest way to deal with it.

The DfE rule of thumb is “would the ailment keep parents/carers and teachers away from work?”

For further clarity, below is a list of common ailments and NHS advice regarding these:

| Illness                   | Recommendations   |
|---------------------------|---|
| Athletes Foot             | <b>No need to be off school</b> but will need treatment.  |
| Asthma                    | <b>No need to be off school</b> unless hospitalised. To be managed in school with inhalers.   |
| Aches, pain and toothache | If your child has a persistent ache or pain, they need to see a doctor or dentist, but with a dose of paracetamol children should still attend school.  |
| Anxiety                   | <b>No need to be off school</b> but a referral to the school nurse or the GP would be required.   |
| Cold Sores                | <b>No need to be off school</b>   |
| Chicken Pox               | Children can return to school 5 days from the onset of the rash or once the spots have crusted over.  |
| Conjunctivitis            | <b>No need to be off school</b>   |
| Common Cold               | <b>No need to be off school</b><br>If your child has asthma, remember they may need their blue inhaler more often.  |
| Cough                     | <b>If the cough is new and persistent or continuous, you should organise a Covid-19 test for your child and they should remain home under isolation until the test result is received.</b> If this is negative but the cough continues, your child may need to be seen by a doctor. |
| Cryptosporidiosis         | Keep them off school for 48 hours since the last episode of diarrhoea. Exclusion from swimming for two weeks.   |
| Flu (Influenza)           | Children can return to school when recovered  |
| German Measles (Rubella)  | Children can return to school 5 days from the onset of the rash. <b>Please contact the school as soon as possible, so we can alert staff (or their partners) who may be pregnant.</b>   |
| Glandular Fever           | <b>No need to be off school</b>   |
| Head Lice                 | <b>No need to be off school</b> , hair will need to be treated.   |

|                               |   |
|-------------------------------|---|
| <b>Headache</b>               | If your child has persistent headaches then they should see a doctor otherwise with medication children should still attend school.   |
| <b>Hand, foot &amp; mouth</b> | <b>No need to be off school</b>   |
| <b>Impetigo</b>               | Children can return to school once the lesions are crusted or after 48 hours from starting antibiotics.   |
| <b>Lack of Sleep</b>          | Establishing good habits is important. Ensure your child goes to bed early as lack of sleep will affect their ability to function in the morning, leading to lateness.  |
| <b>Measles</b>                | Children can return to school 4 days from the onset of the rash. <b>Please contact the school as soon as possible, so we can alert staff (or their partners) who may be pregnant.</b>   |
| <b>Mouth Ulcers</b>           | No need to be off school. School to be provided with pain relief and mouth gel for the child to use when required.  |
| <b>Mumps</b>                  | Keep off school for 5 days from the onset of swollen glands.  |
| <b>Rash</b>                   | Do not send your child into school with an unexplained rash until you have consulted a doctor. In most cases they are a common virus and children are able to attend to school.   |
| <b>Ringworm</b>               | <b>No need to be off school once treatment has begun</b> - treatment is required.   |
| <b>Scarlet Fever</b>          | Return to school after 24 hours of starting antibiotic.   |
| <b>Scabies</b>                | <b>No need to be off school</b> after first treatment   |
| <b>Shingles</b>               | Not to be at school if rash is weeping or exposed. Treatment required.  |
| <b>Slapped Cheek</b>          | <b>No need to be off school. Please contact the school as soon as possible, so we can alert staff (or their partners) who may be pregnant as well as any school member, who has a weak immune system or a blood disorder.</b>   |
| <b>Sore throat</b>            | If your child has a sore throat and no other symptoms they are fit for school. You may want to provide paracetamol or throat lozenges from your pharmacy. If the sore throat occurs with a raised temperature, they need to stay at home.   |
| <b>High temperature</b>       | If your child has a temperature above 37.5c they should not be in school but they should be able to return after 24 hours. <b>If their temperature remains high, you should organise a Covid-19 test for your child and they should remain home in isolation until a negative result is received.</b>   |
| <b>Threadworm</b>             | <b>No need to be off school. Treatment required for child and household contacts.</b>   |
| <b>Tummy ache</b>             | If your child complains of 'non severe' tummy ache or other symptoms persistently and is not wanting to attend school, this may be linked to your child being unhappy at school or with something else e.g. friendship issues or finding school work difficult. Please send your child to school but also speak to your child and also their Pastoral Manager to discuss the situation. |
| <b>Tonsillitis</b>            | <b>No need to be off school. Many causes, most are due to viruses and do not need antibiotics.</b>  |
| <b>Vomiting and Diarrhoea</b> | If your child is vomiting or has diarrhoea, please keep them off school for 48 hours following the last episode. Ensure that they have adequate fluid intake.   |
| <b>Warts and Verrucae</b>     | <b>No need to be off school.</b> These should be covered in pools, gyms and changing rooms.   |
| <b>Whooping cough</b>         | Children can return to school 5 days from starting antibiotics, or 21 days from onset if no antibiotic treatment. (After treatment non-infectious coughing may continue for many weeks)   |



## Appendix 1 – Smithdon High School Attendance Phases

|                                       |  |  |
|---------------------------------------|--|--|
| <b>100%</b>                           | <b>Outstanding Attendance</b>                      | <b>Half-termly reward points (R4)</b><br>Termly Reward Certificate/Badge   |
| <b>99-97%</b>                         | <b>Excellent Attendance</b>                        | <b>Half-termly reward points (R3)</b>  |
| <b>96%</b>                            | <b>Good Attendance</b>                             | <b>Half-termly reward points (R3)</b><br>Tutors will discuss declining attendance with student and identify any need for additional support  |
| <b>Monitoring Phase<br/>95-93%</b>    | <b>Satisfactory Attendance</b>                     | Attendance Officer and Head of School will meet with student to discuss concerns and any support that can be put in place – with further monitoring review meeting(s)  |
| <b>Phase 1<br/>93-91%</b>             | <b>Below Satisfactory Attendance</b>               | <b>Student placed onto Phase 1</b><br>Pastoral Manager and Attendance Officer will meet with student and parent(s), raising concerns and offering an appropriate support plan/attendance target – fortnightly review meeting(s) follow   |
| <b>Phase 2<br/>91% or below</b>       | <b>Unsatisfactory Attendance</b>                   | <b>Student moved onto Phase 2</b><br>Assistant Head (Key Stage) and Attendance Officer meet with student and parent(s) with clear <b>SMART targeted action plan</b> , including supportive interventions and fortnightly review meetings<br>Review meetings may also lead to recommendation of a <b>Governor Attendance Panel meeting</b> with parent(s) and student |
| <b>Phase 3<br/>Below 90%</b>          | <b>Significantly Below Satisfactory Attendance</b> | <b>Student moved onto Phase 3</b><br>If not already taken place a <b>Governor Attendance Panel meeting</b> will be organised<br><b>No absences will be authorised unless medical evidence is provided</b><br>Head of School and Attendance Officer will meet with parent(s) and student to review progress. <b>Formal Fast Track proceedings are likely to begin</b> |
| <b>Phase 4<br/>Failure to improve</b> | <b>Attendance level has continued to fall</b>      | <b>At Phase 4</b><br>If not already started, <b>Formal Fast Track procedures through the courts will begin</b> – if found guilty, parents face a fine of up to £2500 per parent and the court can decide to sentence each parent to imprisonment for up to 3 months.   |



**Application for Student Leave of Absence From School During Term Time**

**Important Information for Parents**

- Headteachers must comply with the Statutory Regulations, meaning they cannot authorise a leave of absence from school unless it is exceptional; every case should be treated on an individual basis and with due consideration of the circumstances. Ultimately, it is the Headteacher of the school who decides if a period of leave during term time should be authorised or not – they may grant leave of absence if they consider exceptional circumstances apply
- If the exceptional circumstances are agreed, the Headteacher will determine the length of the absence authorised
- Requests for leave of absence should be made in advance, before any arrangements are confirmed / money committed
- This form **MUST** be completed by the parent who intends to remove the student from school during term time
- Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised
- **Parents/Carers need to be aware that if a holiday request is not authorised by the school, a Fixed Penalty Notice may be issued.**

|                                |                                   |
|--------------------------------|-----------------------------------|
| <b>Full name of child/ren:</b> | <b>Year &amp; Tutor Group(s):</b> |
| <b>Address:</b>                | <b>Date of application:</b>       |

**Please outline the exceptional circumstances for the leave of absence:**  
(attach any relevant supporting evidence to this application form before submission)

|   |          |
|---|----------|
| Will your child/ren miss any mock or national examinations during the absence?                              | Yes / No |
| Is their attendance above 95% (or a previously agreed individual target)?                                   | Yes / No |
| Have they already had leaving during term-time this academic year?<br>If yes, please give previous date(s): | Yes / No |
| Did they take leave of absence during term-time in the previous academic year?                              | Yes / No |

|  |   |
|--|---|
| <b>From (1<sup>st</sup> day of absence):</b> _____ | <b>To (last day of absence):</b> _____          |
| <b>Total number of school days absent:</b> _____   | <b>Expected date of return to school:</b> _____ |

*I would like to request the above absence. I understand that I have no legal entitlement to take my child/ren on holiday during term time and I understand that the school strongly advises against taking unnecessary absence. I accept that this may have a detrimental impact on my child/ren's progress. I undertake to make sure that my child/ren catch up with any work that is required of them.*

**Signature of parent(s)/carer(s):** \_\_\_\_\_ **Print Name(s):** \_\_\_\_\_

**YOUR REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME HAS BEEN:**

**Agreed (Days agreed ) NOT agreed**

*Signature of Headteacher:* \_\_\_\_\_

## Appendix 3 – Key messages

**Give school attendance 100% effort**

### **Attend today and achieve tomorrow**

Did you know?

- You only have to come to school for 190 days a year (out of 365 per year)
- That means you have 175 non-school days a year, when you are free to do other things
- 97% attendance still means 6 days of school have been missed
- 95% attendance is 10 days off school...  
And 10 days of absence = 2 weeks off school = 50 whole lessons missed!
- When you are older, colleges and employers can ask to see your attendance record

**If there is a reason you don't, want to come to school: TALK to someone!**

(Tell someone what's wrong so you can get the help and support you need)

### **Coming to school every day means YOU:**

- ✓ **Are more likely to get great results (at least one GCSE grade higher)**
- ✓ **Are more likely to stay out of trouble**
- ✓ **Can see your friends and make new friendships**
- ✓ **Can take part in lots of different activities**
- ✓ **Develop self-confidence and resilience**
- ✓ **Develop an understanding and tolerance of other people and their cultures**
- ✓ **Open up so many opportunities for now and your future**

**Missing School = Missing Out!**

