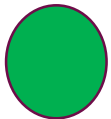**Attendance Leaflet for Parents/Carers**

Our target for school attendance for every student is 96%

- A student who ends the school year on 90% attendance will have missed 4 weeks of school.
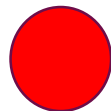- 90% over 5 years equates to half a school year missed.

100% Attendance

96-100% Attendance

92-96% Attendance
Below expectations

92% Attendance well below expectations

Whenever possible please make medical appointments outside of school hours.

Students whose attendance is **100%** will be able to make the most of every opportunity available to them.

Students who have very good attendance are more likely to gain 5 or more Level 4 or above GCSEs or equivalent qualifications.

If a student's attendance is **below expectations** for their entire school career, they will have missed over one year of education.

If a student's attendance is 91%, they are missing 17 days or 85 lessons per year. Research suggests students will drop one GCSE grade per subject with attendance of 91%.

Students with poor attendance are less likely to gain good GCSE passes.

82% attendance means a child misses 34 days of learning or 170 lessons in one year.

Poor attendance will have a serious impact on education, work ethic and life chances.

The greater your child's attendance, the greater their achievement.

Email/phone reasons for absence by **8.40am**
attendance@haileyburyturnford.com
01992 308333 option 1

Students must be in school by 8.40am

Punctual and regular attendance is an essential requirement to be a successful learner. Your child needs to be in school to be able to achieve their best.

Holidays

In total there are 175 non-school days a year. This gives families the opportunity to:

- Go on family visits and days out
- Take a holiday
- Attend routine appointments

The Principal will not authorise holidays during term time. Booking holidays during term time could result in a fixed penalty notice.

Rewards and Awards

- Students achieving **100%** attendance in a term will receive recognition and will receive a certificate.

- Students **achieving 96%** Attendance and above and who meet our expectations of being Ready, Respectful and Safe will be invited to take part and attend end of term trips and rewards events.

- Any student who achieves **100%** attendance over a 2-week period will be entered into our **Attendance Lottery Draw.**

Practical Advice:

☐ It is a parent/carer's responsibility to report a child's absence on 01992 308333 (option 1) or **email by 8.40am**

☐ Truancy – if a student is absent from school in the morning and the school has not received an explanation for the absence, we will contact parents to inform you of the absence by phone or text.

☐ Medical letters or appointment details should be emailed and sent into the school for the student's file.
☐ Students who are regularly late to school will receive a payback and will be placed on an Attendance Report.
☐ Persistent Lateness to school can result in a fixed penalty notice.

Keeping our students safe

Truancy/unsupervised absence can put students at risk. Persistent absentees are statistically more likely to become teenage parents, unemployed or homeless or engage in criminal activity.

Persistent Absence – 90% or below

The Law

- The Education Act 1966 requires parents to ensure their children of compulsory school age receive efficient full-time education.

- The law says parents whose children of compulsory school age are absent from school without good reason are committing an offence.

- A fixed penalty notice of £60 or £120 can be given for a student who has 15 unauthorised sessions (half days) from school in a term.

- Fixed penalty notices can lead to prosecution and a fine of up to £1000.

- You need to be aware that although parents may provide a reason for a child's absence, it is the school who decides if the absence is authorised.

Please help us to help your child attend school regularly. If you need support, please contact your child's Year Achievement Coordinator.