

28th November 2023

Dear Parent/Carer

Attendance and Punctuality to school at HT

I am sure you are aware of the headlines recently in the national news about the concerning levels of absence from schools and in particular, students who are classed as persistently absent which includes students who miss at least 10% of school sessions (the equivalent of half a day's absence per week).

If a child of compulsory school age is registered at a school it is essential that they attend school regularly to allow a child to fulfil their potential.

At Haileybury Turnford we want every student to be successful at school and we are constantly looking at ways of improving the way we do things for that to happen. We strive for every student to attend school as often as possible, as evidence proves that by attending school regularly, there is a strong likelihood that this will lead to future success for your child both academically and with their personal development.

Our current school attendance level is above the national average for attendance at secondary schools; however, we wish to emphasise the importance of continuing to attend school regularly as every single day a child is absent from school equates to a day of lost learning.

We know that winter is one of the peak times for adults and young people to come down with minor illnesses such as colds, coughs and sore throats. Therefore, we wanted to share with you some information which may support decision making when considering whether your child should attend school, provided by the NHS and found at the link below:

[NHS Guidance: Is my child too ill for school?](#)

Attendance percentages can be misleading. For some parents 90% attendance may seem like an acceptable level of attendance. However, the reality is that 90% attendance means that your child will miss half a day of school each week or 19 days of school during the school year. That is nearly four school weeks.

The table below shows the amount of lost learning a child may have by missing school.

| | | |
|-----------------|---|--------------|
| 100% attendance | Zero days missed | Perfection! |
| 99% attendance | Two days of absence across the year | Excellent! |
| 97% attendance | Five days of absence across the year | Good |
| 95% attendance | Nine days of absence across the year: one week and four days of learning missed. | Satisfactory |
| 90% attendance | Nineteen days of absence across the year; three weeks and four days of learning missed | Poor |
| 85% attendance | Twenty-eight days of absence across the year: five weeks and three days of learning missed. | Very Poor |
| 80% attendance | Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed. | Unacceptable |
| 75% attendance | Forty-six days of absence across the year: nine weeks and one day of learning missed. | Unacceptable |



Punctuality

Arriving at school on time and ready to learn is the best start to the day for our students. Even being 5 minutes late per day can add up to 3.4 school days missed. Students in Years 7, 8, 9 and 10 should arrive to school before 8.35am students in Year 11 by 8.30am.

| Minutes Late Per Day | How Many School Days/Weeks Missed In 1 Year |
|----------------------|---|
| 5 minutes late | 3.4 school days missed a year |
| 10 minutes late | 1.4 school weeks missed a year |
| 15 minutes late | 2.6 school weeks missed a year |
| 20 minutes late | 2.8 school weeks missed a year |
| 30 minutes late | 4 school weeks missed a year |

Absences

Holidays during term time are not authorised and any holiday taken during term time will be recorded as an unauthorised absence. Any child absent from school due to a holiday will miss out on important learning and will fall behind with their school work. There are only 190 statutory school days leaving plenty of time for holidays to be arranged outside full to be arranged outside term time.

Please support us by making doctor, dentist and medical appointments outside of school hours when possible and ensure your child arrives at school on time.

If your child is genuinely unwell and unable to attend school, please telephone the school student absence line **01992 308333 Option 1** and select the Year Group your child is in and leave a message. We must have a reason for every time a child is absent from school. Please forward any medical appointments or evidence to Attendance prior to appointments where possible.

If we have not been able to make contact you we may make a home visit, inform our Attendance Duty Manager or inform the police or social services. Some of these measures may seem extreme but it is our duty to ensure the safeguarding of every student in our school community.

Our Team

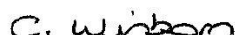
Our attendance team consists of:

| | |
|----------------|------------------------------|
| Mrs Goodes | Vice Principal |
| Mrs Winborn | Attendance Manager for Y7-11 |
| Mrs Blaskett | Attendance for Sixth Form |
| Pastoral Teams | Y7-13 Pastoral Teams |

Yours faithfully



Mrs M Goodes
Vice Principal



Mrs C Winborn
Attendance Manager

