

## SCHOOL ATTENDANCE MATTERS – A PARENT’S GUIDE TO GOOD SCHOOL ATTENDANCE

### Why is regular school attendance important?

School attendance is a high priority for us here at Hawes. We are keen for all of our students to achieve their full potential, and we feel that good school attendance is a significant factor in achieving this. **Statistically students with good school attendance go on to achieve better grades at school and subsequently often have more opportunities in their further education and career plans.**

We understand that a period of illness can be a legitimate reason for lower than expected attendance. However, it can also be possible that a drop in attendance percentage is an indication of a potential problem that we can work together to resolve.

### Punctuality

By law every school has to take a register of students first thing in the morning and in the afternoon. Being punctual is a habit that when developed will serve your child well when they enter adulthood and the world of work.

**If your child is 15 minutes late to school each day they will lose almost 2 weeks of learning a year!**

### Leave of absence

The Department for Education only permits schools to authorise absence during school time under exceptional circumstances. Absences during term time for holidays **will not** be authorised unless considered, by the school, to be exceptional circumstances.

If you do, consider a leave of absence in term time please make note of the following:

A written request must be submitted by the Parent/Carer to the Headteacher **in advance** who will send a written response. Any unauthorised leave of absence may result in a Penalty Notice of up to £120 per parent. Fines can be followed up by prosecution if attendance does not improve.

### How can I help my child attend school regularly?

- Talk to your child about school.
- Contact school staff if there are any concerns/issues.
- Contact school every day your child is absent

### What should I do if I am worried about my child’s attendance?

The first thing to do is contact Miss Vasey, or your child’s Teacher about your concerns

### What are my responsibilities regarding my child’s attendance?

As a Parent/Carer it is your responsibility to ensure your child attends school both regularly and on time.

### What will happen if my child does not attend school regularly?

We will contact you in the first instance to raise concerns about your child’s attendance. You will be offered support by Miss Vasey to address any concerns you may have.

### What if my child’s attendance does not improve?

If your child's attendance remains a concern you may:

- Receive a Penalty Notice. This is a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. This fine can be issued for truancy, holidays in term time (unless agreed as exceptional circumstances) of poor attendance/punctuality. Failure to pay a penalty notice may result in further action being taken against you.
- Prosecution in the Magistrates Court. This could result in a fine of up to £2500 per responsible adult or up to 3-month imprisonment.
- Education Supervision Order issued by the courts.

**We do recognise that some students within our school community have serious medical conditions which limit their ability to attend school and the above action would not be taken under those circumstances.**

### How will regular school attendance help my child?

School provides your child with a wealth of opportunities and learning experiences.

The threshold of intervention on attendance is explained in the table below

	Attendance	Attendance in days	Whole days absent	Learning hours lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for Concern	95%	180.5 days	15	47.5
	94%	179 days	17	55
Unsatisfactory	93%	177 days	9.5	65
	92%	175 days	11	75
	91%	173 days	13	85
	90%	171 days	19	95
Serious Cause for Concern	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 Days	32	160
	82%	156 days	34	170
	81%	154 days	36	180