Harrytown Catholic High School

All parents should promote good attendance and work in partnership with their child's school to provide a cohesive approach.

Why is good attendance important?
Good attendance and punctuality are vital for success at school and to establish positive life habits that are necessary for future success.
Through regular attendance, pupils can:

- Build friendships and develop social groups.
- Develop life skills.
- Engage in essential learning and other school social events.
- Achieve to their full potential.
- Minimise the risk of engaging in anti-social behaviour and becoming victims or perpetrators of crime.

What does the law say?
All children of compulsory school age – between 5 & 16 – must receive a suitable full-time education. As a parent you are responsible for ensuring that this happens, either by registering your child at a school or by making appropriate alternative arrangements.
Once you have registered your child at a school you are also legally responsible for ensuring that your child attends school regularly. If you fail to do this – even if your child misses school without you knowing – legal action can be taken against you by the Local Authority. It is a legal offence to fail to ensure that your child attends school regularly.

Legal action can involve a penalty notice or being taken to court.
Parents also face the risk of imprisonment and parenting orders. Parenting orders involve attending a counselling and guidance programme, usually a parenting class.
A penalty notice of £60 may be issued as an alternative to prosecution, but this will rise to £120 if it is not paid within 21 days. Failure to pay a penalty notice will usually lead to **prosecution** under s444(1) Education Act 1996 . More information can be found at https://www.stockport.gov.uk/penalty-notices

Can my child ever be absent?
When a pupil is absent from school this will be classified as either **'authorised'** or **'unauthorised'**.
The governing board and headteacher decide which absences are granted as authorised.
Authorised absences are only permitted for valid reasons, e.g.:

- Illness
- Medical or dental appointments
- Religious observances
- Family bereavement

Wherever possible, parents should always try to arrange medical and dental appointments during school holidays or after school hours.

What are unauthorised absences?

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Unauthorised absences are those which the school does not consider essential or reasonable.
Unauthorised absences can include:

- Forgetting school term dates
- Oversleeping
- Absences which have not been explained
- Arriving at school after the register has closed
- Leaving school for no reason during the day
- Truancy before or during the school day
- Keeping pupils off school unnecessarily or without explanation
- Day trips or family outings
- Problems with uniform/clothing
- Birthdays and holidays

Holidays during term time

- The school **cannot** be expected to authorise an absence for a holiday during term time.
- Taking holidays during term time means that pupils miss important school time – both educationally and for other school activities. It will be difficult for pupils to catch up on work and missed teacher/teacher input when they return to school. Only in very **exceptional circumstances** may a holiday be authorised during term time – this will be decided by the headteacher.
- **Exceptional circumstances do not involve cheaper costs, family availability or weather conditions.**
- You can be fined if you take your child on holiday during term time without permission from the headteacher.

Requesting absences

- All absences, including for holidays, must be requested as far in advance as possible – the minimum notice period is 20 school days. If you think your child needs to be taken out of school, you should put your reasons in writing to the headteacher as soon as possible.
- If the headteacher is satisfied with the evidence and the notice period, they will authorise the absence. (If workplace holiday restrictions are being used as evidence then school will require documentary evidence on company headed stationery, from a named person from within the organisation stating clearly the restrictions and the dates available).
- The headteacher will decide the amount of time a pupil can be away from school, taking into account their attendance record.
- Requests will not be granted in the following circumstances:
    - Immediately before or during assessment periods.
    - When a pupil's attendance record shows any unauthorised absence for any reason.
    - Where a pupil's authorised absence record is already above 10 percent, for any reason.

"I can do all things through Him who strengthens me" Philippians 4:13

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- Authorisation of absences are at the discretion of the headteacher.

Lateness and truancy
Good attendance doesn't just involve being present in school – it also involves punctuality. You also have a responsibility to ensure that your child arrives to school on time and stays in school during the day.
All pupils are expected to be in their classrooms at 9:00am every day. If pupils are not in their classrooms by 9:25am they receive a late mark – this is an unauthorised absence.
If the school believes a pupil is truanting immediate action will be taken – this may escalate to penalty notices.

How can I help?
You can help in many ways:

- Encourage good attendance by making sure your child goes to school regularly.
- Take an interest in your child's school work.
- Make sure your child understands that you do not approve of absence from school.
- Support our school in our efforts to control inappropriate behaviour.
- Inform us on the first day of your child's absence and keep us updated throughout the absence period.
- Cooperate with our school to make sure your child overcomes any attendance problems.
- Discuss planned absences with the headteacher and apply for permission well in advance.
- Only take your child out of school during term time where the absence has been authorised.

Attendance matters!
Don't underestimate the importance of 100 percent attendance. Even one day missed can have an effect on learning:

- 98 percent attendance means 4 school days missed
- 95 percent attendance means 10 school days missed (2 weeks of the 38 school weeks)
- 90 percent attendance means 19 school days missed (nearly 4 weeks of 38 possible)
- 80 percent attendance means 38 school days missed (more than 7 and a half weeks)
- Five minutes late each day means three school days missed

Please help us promote good attendance throughout our school –
you really do play an important role.

Why is high attendance important to my child's education?
As a parent/carer you want the best for your children. Having a good education is an important factor in opening up more opportunities in adult life. Did you know that:

- a child who is absent a day of school per week misses an equivalent of two years of their school life
- 90% of young people with absence rates below 85% fail to achieve five or more good grades in GCSE and around one third achieve no GCSEs at all

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- poor examination results limit young people's options and poor attendance is interpreted by colleges and employers that these students are unreliable
- poor school attendance is also closely associated with crime - a quarter of school age offenders have truanted repeatedly
- at least 1 million children take at least one half day off a year without permission
- 7.5 million school days are missed each year through unauthorised absence.

Even though GCSEs may seem a long way off for you and your child - all absence at any stage leads to gaps in your child's learning. This in turn can:

- mean that they fall behind in work
- affect their motivation
- affect their enjoyment of learning
- lead to poor behaviour
- affect their desire to attend school regularly
- affect their confidence in school
- mean they miss out on the social life of school and extra-curricular opportunities and experiences
- affect their ability to have or keep friendships.

A poor behaviour record in school frequently results in unsatisfactory references for both ongoing education and potential employers. Social media activities and online posturing can often lead potential employers to request very precise responses to particular questions about conduct. Since conduct and behaviour have an identified link, then the impact of these two aspects can be devastating to future prospects.

We do have colleagues who support pupils and families in respect of attendance and initial contact should be made by using the 'Contact Us' via the school website.

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Days off school add up to lost learning!

365 days In each year

175 Non school days each year (**104** days of weekends)

These 175 days are available to spend on family time such as visits, holidays, shopping, household jobs and other appointments

≥190 school days each year	≤180 school days each year	≤171 school days each year	≤161 school days each year	≤152 school days each year	≤143 school days each year
190 days for your child's education	National Average				
Excellent / Very Good / Good	On/Below Nat Av. / Emerging Concern	Cause for Concern / Serious Concern	Major Issue		
100 / 99 98 / 97 96	95 94 / 93 92 91	90 89 88 / 87 86	85 84 83 82 81	80 79 78 77 76	75 74 73 72 71
100%	95%	90%	85%	80%	75%
Best chance of success - Gets your child off to a flying start	Less chance of success - Makes it harder to make progress	Not fair on your child - Progress will suffer <90% means your child is classed as 'Persistently Absent' Court action – Eduxcation Penalty notices Significant impact on outcomes and achievement Involvement of other external agencies			

Please don't let your child miss out on the education they deserve - Every school day counts!

Here are some basic reminders about attendance.

- We all feel in our comfort zone if our child is achieving a high percentage in tests and examinations. 80% in a test is generally felt to be good news! The danger is that we may feel the same way about attendance until it is explained.
- If a child has an attendance percentage of 80% then this is equivalent to missing a whole day every single week
- If a child has an attendance percentage of 80% from Year 7 to Year 11 then this is equivalent to missing an entire year of school.

One year in school is equivalent to **950** 1 hour long lessons
Five years in school is equivalent to **4750** 1 hour long lessons
Eleven years in school is equivalent to **10450** 1 hour long lessons
And all of this comes down to set of grades on a sheet of paper in an envelope – your GCSE results

Attendance %	Missed Days	Missed weeks	Over 5 years	Annually	Impact over 5 years
100%	0	0	0	**Excellent**	
99%	1.9	0.38	9.5		
98%	3.8	0.76	19	**Very Good**	
97%[1]	5.7	1.14	28.5		
96%	7.6	1.52	38	**Good**	
95%[2]	9.5	1.9	47.5	**National average**	**Quarter Year missed**
94%	11.4	2.28	57	**Emerging Concern**	
93%	13.3	2.66	66.5		**Approx. Third year missed**
92%	13.3	2.66	66.5		
91%	17.1	3.42	85.5		
90%[3]	19	3.8	95	**Cause for concern**	**Half year missed**
89%	20.9	4.18	104.5	**Serious concern**	
85%[4]	28.5	5.7	142.5	**Major issue**	
80%[5]	38	7.6	190	**Major issue**	**1 Year missed**

[1] 97% and above – pupils with attendance at this level throughout their school career, will make the most progress and this should lead to better prospects for work, college and university.

[2] 95% - pupils with attendance at this level should reach their target grades and should have good prospects and opportunities for work, college and university but they are just below the national average rate of attendance

[3] 90% - pupils with attendance at this level are missing a month of school per year and are likely not to reach their target grades. Progress will be negatively affected and their attendance will be viewed negatively by employers, further and higher education.

[4] 85% - pupils with this attendance will find it very difficult to keep up and their chances of achieving their potential will be significantly damaged

[5] Any attendance percentage below this will make it impossible for pupils to keep up with the work. An EPN (Education Penalty Notice) will be issued.