



Sharpley
S C H O O L

ATTENDANCE MATTERS

**A Guide for Parents
and Carers**



Attendance: Enabling your child to be successful

Central to ensuring your child fulfils their potential is the recognition that students who attend school regularly make good progress. Research has demonstrated that children with poor attendance tend to underachieve compared to those students who attend regularly.

As part of our commitment to raising the achievement levels and aspirations of **all** students, we expect students to:

- Attend school **every day**
- Attend school on time. Students have to be in school by **8.40 a.m.** and in their form at **8.45 a.m.**
- Be punctual to lessons.

When your child is **not** in school the absence is recorded as either:

(a) **Authorised**: school has been given an acceptable explanation to justify an absence.

OR

(b) **Unauthorised**: no reason has been offered for an absence or where the school feels the explanation offered is unacceptable.

Acceptable Reasons for Absence	Unacceptable Reasons for Absence
Serious illness	Cold or sore throat
Medical emergency	Looking after siblings
Admission to hospital	Attending a wedding
Hospital appointment	Holidays
Family Bereavement	

Understanding Missed Days

Per year:

Days Absent	Weeks Absent	% Attendance
1		99.5
2		99
3		98.5
4		98
5	1	97.5
10	2	95

Rewarding Good Attendance

Students who achieve the **100%** benchmark at half-termly intervals will access rewards such as:

1. Attendance Celebration Assemblies;
2. Summer Rewards Trip;
3. House certificates and prizes.

Holidays

The school holiday policy has changed. The Headteacher will **NOT authorise** holidays of any length taken during term time.

While we recognise that holidays during the school term may appear less expensive, we as a school believe you cannot place a value on the 'cost' of missed education. There is a clear 'cost' to your child in terms of jeopardising their potential achievement.

There are **175** days (weekends and school holidays) available to use for holidays.

Taking a holiday in term time gives your child the wrong message that it is acceptable to miss school. We are a 100% school and that means attending school every day!

Penalty Notices

Penalty notices are issued in the following circumstances:

- Taking unauthorised holidays;
- Attendance below 90% or, 20 or more sessions of unauthorised absence in one full term.

Penalty notices are issued for each parent in the household. The fine is **£120**, reduced to £60 if paid within 28 days. Non-payment of fines will result in prosecution under Section 444 of the Education Act 1996.

Last year 96% of our students achieved the 100% attendance benchmark.

What we expect from parents

- Encourage your child to be in school on time every day.
- Contact school on the first morning of your child's absence, and on each subsequent morning.
- Reward your child for good attendance at school – mutually agree a target and stick to it.
- Ensure your child is only absent if absolutely unavoidable.
- Do not book holidays in term time – remember that unauthorised holidays often result in a penalty fine.
- Help your child to develop positive habits – colleges and employers will request pupils' attendance and punctuality records.
- Always try to arrange any medical appointments for outside of school hours.
- Inform school promptly of any issues which may affect attendance.
- Ask for help if you need it – Year Co-ordinators, Attendance Officer and Heads of House can offer practical advice and support.

What parents can expect from us

Incentives:

- Half-termly attendance celebration assemblies
- Monthly rewards for students
- Inter-House 'Attendance League' and rewards at half- termly intervals

Awareness:

- Form tutors discuss attendance with students
- Attendance assemblies
- Head of House to offer support with students attendance

Interventions:

- **Day to day** - Contact from our Attendance Team
- **90 – 96%** - Year Coordinator and Head of House
- Phone calls home/letters to make parents aware of deterioration in attendance
- **Under 90%** - Attendance Officer/Assistant Head Teacher
Phone calls/letters/meetings in school/home visits
- If no improvement - Attendance Panel Meeting
Discussion with Head Teacher and Governors and target setting
- **If targets not met** – Referral to Court Officer for Penalty Notice or Prosecution

Contact Information

The Attendance Team can be contacted on:

Mrs E. Philbin

01204 333253, Extension 129

attendance@sharplesschool.co.uk

For specific year group issues, contacts are:

Year 7	Mrs. P. Paton	<u>p.paton@sharplesschool.co.uk</u>
Year 8/9	Mr. B. Stanier	<u>b.stanier@sharplesschool.co.uk</u>
Year 10/11	Mrs. L. Harrison	<u>l.harrison@sharplesschool.co.uk</u>

For specific House issues, contacts are:

Jupiter	Mr M. Hermida	<u>m.hermida@sharplesschool.co.uk</u>
Mercury	Mr D. Hesford	<u>m.hesford@sharplesschool.co.uk</u>
Saturn	Mrs A. Heaton	<u>a.heaton@sharplesschool.co.uk</u>

Website

www.sharplesssharples.co.uk

If you receive a communication linked to a fixed penalty or poor attendance, your contact is:

Mrs. Khan at f.khan@sharplesschool.co.uk