



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:

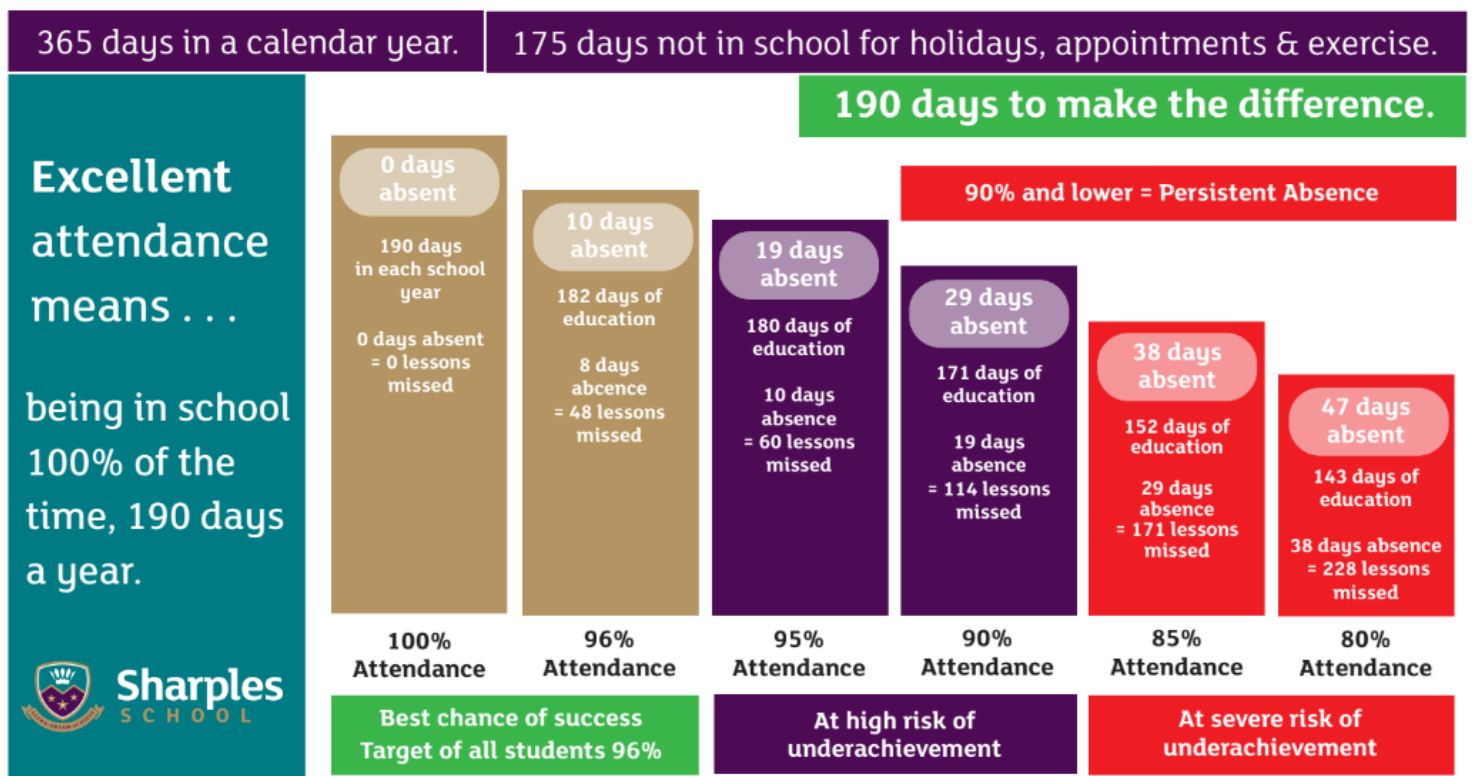
(a) **Authorised**: school has been given an acceptable explanation to justify an absence.

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



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;

Holidays

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

As per the latest government guidance; <https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

Penalty notices are issued in the following circumstances:

- **Taking unauthorised holidays**
- **10 sessions / 5 days of unauthorised absence in a rolling period of 10 school weeks.**

Your local council can give each parent a fine of £80, rising to £160 if you do not pay within 21 days.

From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period.

If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school.

If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

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 Coordinators and the Attendance Officer can offer practical advice and support.

What parents can expect from us

Incentives:

- Half-termly attendance celebration assemblies
- Monthly rewards for students

Awareness:

- Form tutors discuss attendance with students
- Attendance assemblies
- Support with students' attendance

Interventions:

- **Day to day** - Contact from our Attendance Team, Pastoral Team and SLT
- Phone calls home/letters to make parents aware of deterioration in attendance
- Home Visits
- Attendance Contracts
- Notice To Improve documents
- Attendance Panel meeting discussion with Head Teacher and Governors and target setting

Contact Information

The Attendance Team can be contacted on:

01204 333253, Extension 206

attendance@sharplesschool.co.uk

For specific year group issues, contacts are:

Year 7 - Miss Roberts	<u>j.roberts@sharplesschool.co.uk</u>
Year 8 - Mr Sharples	<u>n.sharples@sharplesschool.co.uk</u>
Year 9 - Miss Edwards-Edge	<u>l.edwardsedge@sharplesschool.co.uk</u>
Year 10 - Miss Cookson	<u>e.cookson@sharplesschool.co.uk</u>
Year 11 - Miss Chisholm	<u>b.chisholm@sharplesschool.co.uk</u>

Website

www.sharplesschool.co.uk

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

Ms. Whewell at s.whewell@sharplesschool.co.uk