



Attendance Newsletter – Summer 2018

Firstly, and most importantly, a BIG well done and thank you to all students who have achieved over 95% attendance so far this year. Over 583 pupils have achieved 95% attendance or above and a massive 462 pupils achieved 100% attendance during last half term!! Keep up the good work.

At Highfield Leadership Academy, alongside the Department of Education, we track attendance carefully. A student's excellent attendance is fundamental to excellent progress, so being present every day at school is vital.

What to do if your child cannot attend school

- On the first day of absence, parents should telephone the School Office before 9.00am to inform them of the reason for the pupil's absence and the likely duration of the absence.
- Where no information has been received by 9.00am on the first day of absence, the School will telephone the home of the absent pupil to enquire regarding the absence.
- Parents are requested to send a note with the pupil upon their return after an absence, stating clearly the dates of absence and the reason. Failure to provide a written explanation following an absence may result in the absence being marked as unauthorised.
- Absences for which satisfactory written explanations have not been received within five days of the pupil's return to school may be marked as unauthorised.
- Often a child will wake up in the morning saying they feel unwell. Whilst we do encourage children to come into school even if they feel 'a little unwell' we do not want any child who is genuinely ill to come to school. Always try and send your child to school if they are a little 'under the weather' for example with a runny nose, headache, or stomach ache. The school will always contact you if your child is unwell which is why it is also vitally important that we have your correct contact details. Injuries are not acceptable reasons to be absent from school unless they require medical treatment.

Medical Appointments

All appointments, where possible, must be arranged after school. Parents should provide advance notice by way of a medical card and/or letter for any time off school required for medical appointments. Time away from school as a result of an appointment must be kept to a minimum – children should not be absent for the whole day/whole morning/whole afternoon. Pupils will not be allowed to leave the school during school hours unless they are collected by a parent.

Authorised or Unauthorised

The responsibility for deciding whether an absence is authorised or not authorised is the Principal's. Parents should be aware that merely providing an explanation for their child's absence does not automatically constitute an 'authorisation' for this absence. This is the Principal's decision alone. **If your child receives 10 unauthorised marks or 10 late marks (after the register closes) within a term, this may result in a Penalty Notice being requested.**

How absence can impact learning:

Attendance	Missed Days
100%	0
98%	Less than 4 days / 8 sessions
97%	Less than 5 days / 10 sessions (school target)
95%	Less than 10 days / 20 sessions
90%	20 days / 40 sessions
85%	27 ½ days / 55 sessions
80%	37 ½ days / 75 sessions

Pastoral Review Meetings

Pastoral reviews will be held for any pupil whose attendance is deemed a cause for concern. The review is to provide support to both pupils and families to improve attendance and punctuality.

Holidays

Holidays in term time will only be agreed in the most exceptional circumstances, and are at the Principal's discretion.

A request for a holiday during term time must be received in writing. Please use the holiday forms obtained from reception.

A holiday taken during term time could result in a Penalty Notice. If issued, Penalty Notices are issued to **each parent of each child** and the amount of the penalty will be £120 to be paid within 28 days (£60 if paid within 21 days).

Punctuality

Punctuality is important. Pupils should arrive at school by 8.40am and be in their tutor room by 8.45am. Late arrivals can be recorded as unauthorised absences and they mean lost learning time. Pupils who arrive late will receive a lunchtime detention the same day.