

Attendance information for parents

ATTENDANCE AT FHS

Regular attendance at School is expected. The reasons for this are obvious: pupils learn best and receive most from School when they are actually present. This issue is highlighted regularly in communications between home and school and is also featured in the Home/School Agreement which all parents are asked to sign at the beginning of each year. The importance of attendance is explained during the interviews of all pupils who wish to come to FHS. Full attendance is rewarded via Rewards Assemblies and through our rewards system.

Is 95% attendance good?

| Attendance | 95% | 90% | 85% | 80% |
|---|------|-----|-------|-----|
| Numbers of days of lost learning | 9.5 | 19 | 28.5 | 38 |
| Number of lessons lost | 47.5 | 95 | 142.5 | 190 |
| Number of lessons lost for a six day period | 57 | 114 | 171 | 228 |

So 95% attendance means pupils will have missed 10 school days in a year. Over 5 years this means 50 days, which is almost a full school term.

ATTENDANCE BELOW 96%

From September 2015, the Government and Department for Education set new attendance measures for all Pupils in education. Therefore, at FHS, any pupil whose absence falls beneath 96% will be noted by the PPL and the pupil may be placed on the 'Attendance Strategy' which is an escalating intervention system. This is to encourage improved attendance and put support systems in place with Education Welfare Service, Attendance Officer and School Nurse, to address persistent absence issues. Other outside agencies may also be involved in cases which show persistently poor attendance.

HOLIDAYS IN TERM TIME

Amendments to the 2006 regulations from the Department for Education (which come into effect from September 2013) remove references to family holidays and extended leave. "Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances".

Please note 'exceptional circumstances' do NOT include a situation where parents choose to take pupils out of school to fit in with their work related holiday dates. Please refer to the DfE "Amendments to School Attendance Regulations" for further details. If you believe that your circumstances meet the 'exceptional' criteria, please put your request in writing to the Head Teacher at least one month in advance of the date. Parents who take pupils on an unauthorised holiday in term time will be issued with a fixed penalty notice.

FIXED PENALTY NOTICES

FHS will also consider issuing Fixed Penalty Notices for absences which are 'believed to be condoned' (fixed penalty protocol from Liverpool). This will look at all pupils when attendance drops to below 80%. Other circumstances where these notices may be issued include parents who refuse to work with FHS on issues of attendance, choosing not to attend Stage 2 or Stage 3 attendance interviews called by the School via PPL or LMs. The Schools attendance officer will also contact families where attendance is seen to be a cause for concern. Again, his recommendations will also be considered when fixed penalty notices are issued.

PUPILS WHO HAVE ATTENDANCE BELOW 90%

For pupils who are under 90% attendance and have more than 10 'illness' absences, a Doctor's note may be required. If one is not produced, the absence would be marked as unauthorised and therefore count towards the fixed penalty procedure and any future prosecution.

TRUANCY CALL

Each morning any parents/carers of any pupils absent will receive an automated phone call/text message requesting parents/carers to provide a reason for the absence. Text messages/emails may also be sent from the Attendance Secretary. The Attendance Secretary also calls home for all pupils under 86% attendance each day. PPL and LM have a set list of pupils they will target each day to call home through a set period, as does the FHS Attendance Officer. These cohorts are identified via Attendance AIM.

If parents are unable to return a call for whatever reason, a written explanation for the absence is necessary upon a pupil's return to School. There is a facility for parents to be able to leave a message stating their son/daughter's reason for absence.

OTHER ABSENCES

If any absence, whether covered by a note or not, is considered as an unauthorised absence by a member of staff, PPL should be informed. This can result in a Fixed Penalty Notice. Parents will also be informed of our concern by a PPL.

In any case of suspected truancy, parents will be informed of the school's concern at the earliest possible opportunity.

In cases of truancy or when serious concern about absence arises within school, the Education Welfare Service will be contacted by the school. This facility is also available for parents to use themselves.

Wherever possible, medical appointments should be made outside school hours or in school holidays. Where this is not possible, pupils should ensure they are only absent for part of the day i.e. if the appointment is in the morning, they should attend school in the afternoon and vice versa.

**Payment of a Fixed Penalty Notice is £60 if paid within 21 days and £120 if paid after this time, but within 28 days.*

**Non-payment of Fixed Penalty Notices:*

Non-payment of a Fixed Penalty Notice will result in the withdrawal of the notice and may trigger a prosecution of parents by the Education Social Welfare Service under Section 444 Education Act

COVID -19 absences September 2020

From September 2020, all parents are asked to be specific in relation to their child's absence, especially if it is COVID-19 related.

Parents are asked to state if their child is absent due to any of the following scenarios ONLY

1. Students who are required to self isolate as they, or a member of their household has symptoms of conformed Covid 19
2. Students who are required to self isolate because they are a lose contact of someone who has symptoms or confirmed Covid 19
3. Students who are required by legislation to self isolate as part of a period of quarantine(usually linked to travel)
4. Students who are clinically vulnerable in **future local lockdown scenario only**

This states that 'Even the small number of pupils who remain on the shielding patient list can return to school, as can those who have members of the family shielding'

(Families will receive a letter if they are to shield again

Once a negative test has come through or the period of isolation is over, students are expected back in school. **The DFE states students are to return after the isolation , even if 'some symptoms remain, including cough and lack of taste and smell (which can continue for many weeks after') .**

Attendance for students

Regular attendance is an important part of school life.

Good attendance shows potential employers that you are reliable.

Do we ever really consider the impact of having a day off school? The chart below shows the number of days and lessons 'lost learning' for Pupils with different percentage attendances. The chart is based on a school with a 190 day year and shows a five period day.

You can help by:

- making sure that your attendance and punctuality are as good as possible
- not missing school for minor things; think about whether you would expect to miss a day at work for the illness
- Making sure appointments for dentist etc are made outside school hours

| Attendance | 95% | 90% | 85% | 80% |
|--|------|-----|-------|-----|
| Number of days lost learning | 9.5 | 19 | 28.5 | 38 |
| Number of lessons lost learning (for a five period day) | 47.5 | 95 | 142.5 | 190 |

Is 95% attendance good?

This means that you have still missed nearly 10 school days in one year. Over five years that would be nearly 50 days, this is almost a school term.

Attendance at FHS

IMPROVING ATTENDANCE

EVERY Day

EVERY Half Day

EVERY Lesson Counts!

Any absence affects the pattern of a child's education and regular absence will seriously affect their learning. "Every Lesson Matters" at FHS and the Pupils who have time off often find it difficult to catch up and do well.

FHS wants to encourage all Pupils to reach out and have the opportunity to achieve their **PERSONAL BEST**.

We want to work in partnership with parents, carers, Pupils, teachers and the wider community in our pursuit of this goal.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and on time.

Your child should attend FHS every day the School is open unless the reason for absence is unavoidable, **EVERY DAY, HALF DAY and LESSON MATTERS**

FHS ATTENDANCE TARGET

| | |
|--|---|
| <p>The minimum level of attendance expected for all Pupils at FHS is 96% which is equivalent to no more than nine days absence per student per academic year.</p> | <p>We will keep you informed of future projects or initiatives that will focus on improving attendance and how your child's attendance compares with the Government expectations.</p> |
|--|---|

Our target is to achieve better than this because we know that good attendance is the key to student success and academic achievement.

THE GOVERNMENT CONSIDERS AN ATTENDANCE OF BELOW 95% AS UNSATISFACTORY

DID YOU KNOW?

GOOD ATTENDANCE MEANS

| | | | |
|--|--|--------------------------------------|---|
| <p>A better chance of being successful in life</p> | <p>It is easier to make and keep friends</p> | <p>Not missing important lessons</p> | <p>Not setting bad behaviour patterns</p> |
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There is a strong link between the number of days absence a student has and the qualifications that student achieves.

Student absence can disrupt teaching routines and may affect the learning of others in the same class.

WHY GOOD ATTENDANCE IS IMPORTANT

A new Year 7 Student

has 90% attendance

he thinks this is pretty good

so does his parent/carer

Are they right?

Is their attendance good?

What does 90% attendance mean?

90% ATTENDANCE

=1/2 DAY

MISSED

EVERY

.....WEEK

DID YOU KNOW?

LET'S LOOK A LITTLE CLOSER

One school year at **90% ATTENDANCE MEANS** your child will miss

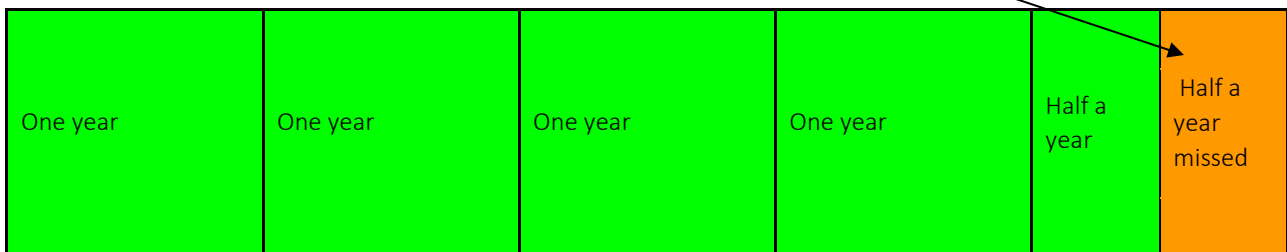
FOUR WHOLE WEEKS OF LESSONS,

WHICH EQUALS **100 HOURS** of education missed

90% ATTENDANCE OVER FIVE

YEARS OF EDUCATION MEANS

HALF A YEAR MISSED



OR in other words

500 HOURS OF EDUCATION MISSED.

WHAT IMPACT MIGHT 90%

ATTENDANCE HAVE ON

YOUR CHILD'S LIFE?

Research suggests that.....

17 MISSED SCHOOL DAYS A YEAR
EQUALS A DROP IN A GRADE
IN GCSE ACHIEVEMENT
(DfE)

THE GOOD NEWS

THE GREATER THE ATTENDANCE...
...THE GREATER THE ACHIEVEMENT

WHAT COULD YOUR POTENTIAL
EARNINGS LOOK LIKE?

| | | | |
|--|--------------------------------|----------------------------|--|
| GRADUATE DEGREE £15.01 PER HOUR | A LEVELS £10.25 PER HOUR | GCSEs £9.02 PER HOUR | NO QUALIFICATION £7.44 PER HOUR Employment is hard to |
|--|--------------------------------|----------------------------|--|

| | | | |
|--|--|--|-----------------------------|
| | | | find without qualifications |
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ATTENDANCE POLICY

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|--|---|
| <p>We are hopeful that if we all work together we will help your child to achieve their personal best.</p> <p>The place to be on a school day is at FHS. If you are not in the School then you must have a just reason and a parent/carer should have telephoned the school office preferably before 8am on the first day of absence.</p> <p>Absence message should contain The following information:</p> <ul style="list-style-type: none"> • Student Name • Year Group • Reason for the absence • Possible length of time the student will be out of the School | <p>On return to School, parent/carer should have written a note in the planner to confirm the information.</p> <p>You are expected to attend the School every day unless you are medically unfit or have an urgent unavoidable family reason not to attend.</p> <p>For absences longer than five days parent/carers should contact the School each following Monday morning if the child's absence spans more than one week.</p> <p>For absences of more than three days term absences a parent/carer may be requested to obtain a medical note/evidence.</p> |
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Poor punctuality is not acceptable

If your child misses the start of the day they can miss work from their first lesson.

If your child is late for Academic Review, they can miss work and miss time with their Form Tutors/PPLs, missing out on receiving vital information and the news for the day.

Late arriving Pupils also disrupt lessons, can be embarrassing for the child arriving late and can encourage future absence.

BEING

10 MINUTES

LATE
EVERY
DAY

If your child arrives after registration time they **MUST** sign in with Learning mentors

Pupils will be marked as late on the register.

=1

WHOLE
LESSON
EVERY
WEEK

Safeguarding our Pupils is important and for this reason parents/carers may receive a telephone call from PPLs/LMs if Pupils are late.

IF YOUR CHILD IS ABSENT

We will:

- Telephone or text you on the first day of absence if we have not heard from you:
- If your child's absences are increasing and we are not aware of a good reason for this we will invite you into the School to discuss the situation with your child's PPL
- If absence persists the PPL and Attendance Officer may refer the matter to the School Education Welfare Officer.
- The EWOs will always try and resolve the situation by agreement with the family but, if other ways of trying to improve the Pupils attendance have failed and unauthorised absence persist the EWO will use sanctions such as Penalty Notices.

REWARDS, TARGETS, PROJECTS AND SPECIAL INITIATIVES

| | |
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| <p>Good attendance is a priority at the School.</p> <p>We want to achieve the best for our Pupils and in order to do this a student needs to attend the School every day and be on time.</p> <p>Your child has an important part to play in meeting their attendance targets.</p> | <p>Targets for the School Learning groups, Year groups are displayed in the School and in Learning Groups and Pupils should take time to study them.</p> |
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For further details on the full attendance policy contact the School Attendance Officer.

LET'S MAKE SURE YOU'RE AT

100%

