

April 2019

Dear Parent or Carer

We always strive to keep you fully informed of updates to our policies and hope you have a few minutes to read the important points from the Attendance Policy. The full version can be found on the school website.

We need your support to ensure that all pupils are in school every day to achieve their full potential. Every day in a child's education is important and only in exceptional circumstances should they miss it.

Procedure of reporting absence

It is expected that you as a parent/carer will:

- Contact school on first day of absence
- Maintain contact with school on a daily basis should absence continue, even if your child was sent home ill from school. This is for Safeguarding reasons
- Fully explain the reason for your child's absence (unwell/sick/not well is not considered a full explanation)
- Provide a note/medical documentation if your child needs to leave school during the day for any reason
- Provide a note/medical documentation if your child has been absent (**you must do this even if you have telephoned**) which they should then hand to the Form Tutor or Head of Year. NOTE; Documentation may be in the form of; letter from parent, appointment letter or card, screen shot of appointment date and time, GP stamped written reason or prescription packet. All must be dated and have your child's name on
- Contact school early where problems with attendance are emerging, including if your child appears unhappy with school so we can provide support
- Ensure your child is punctual to school at all times.

Absences fall into 3 categories

1. Absences that provide some form of education, managed or agreed by school, are coded so that pupils are actually recorded as being **present**, even if not on the school site. For example a school visit or sporting fixture
2. Absences that are **authorised** still count against attendance figure. These include medical appointments and illnesses
3. Any absence that has not been fully explained or is for a reason the school does not agree with, will be recorded as **unauthorised**.

What constitutes an unauthorised absence?

- Truancy, whole day, part of the day or lessons
- Unexplained absence (no reason or update provided)
- No medical documentation provided to support appointment
- Arriving late, after the register has closed, with no written explanation
- Medical appointment am or pm and fails to attend school before, and/or afterwards if possible
- Going shopping (replacement shoes etc)
- Birthday or the birthday of a family member
- Attending a hospital appointment to support another family member

- Returning late from previous evenings activities
- Looking after younger siblings
- Parents requesting pupil leave school after being contacted by pupil on own phone
- Lateness due to dropping off other family members at school or work.
- Over sleeping
- Family holiday
- Any absence if attendance is less than 90.5%, unless medical documents supplied.

Changes in recording of absence

Please be aware of the changes outlined below for the recording of pupil's absences.

- All absences just before or after a school holiday will be treated as a concern and will be automatically coded as unauthorised until we are sure the reason for absence is appropriate
- Medical appointments will only be allowed to cover 1 session that is either the am or pm session. If your child's appointment is in the middle of the day it is expected that all efforts will be made to attend school before or after the appointment
- **If pupils arrive after 9.15am without good reason, they will be marked with an unauthorised absence for the whole morning session**
- Attendance is monitored each week by Form Tutors and Heads of Year. We implement a traffic light system in response to attendance percentage figures and this information is found on the school's VLE. Your child will have a note of their cumulative attendance in their planners for reference
- If a pupil's attendance falls below 90.5% their attendance will be closely monitored. If a further 10 sessions (5 days) of absence occurs within the monitoring period we will refer this to Sefton's Attendance Panel. This may lead to the use of Fixed Penalty Notices, Education Supervision Orders and Prosecution under section 444(1) and 444(1a) of the Education Act 1996, to enforce attendance at school, where appropriate.

Additional rewards for good attenders.

The Form with the best attendance in each year group is rewarded with a star that is displayed in the form room. Any pupil with attendance of 97% and above is included on our Excellence in Attendance Board.

During assemblies, excellent attendance will be rewarded with badges and certificates but as an addition to this a rewards treat event will take place for pupils who have 100% attendance in the last term. The days that will be included in this will be from 23rd April to the 12th July 2019. The rewards treat will be in the last week of term.

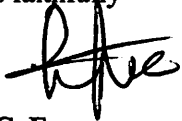
The best attenders for the year will enter a raffle. Prizes include vouchers for the cinema, Victoria Leisure Centre family day passes and meal out vouchers.

Year 10 Parents - Each year the Year 11 leaving date is set by the exam board, next year's date is 24th June 2020. Please can all Year 10 parents ensure no holidays are booked on or before this date.

It is expected that it is a rare occurrence for a child to be absent from school. Days absent from school can lead to slower progress, higher levels of anxiety and must be kept to a minimum. **A child missing half a day each week will on average drop at least 1 GCSE grade per subject, whereas an improvement in attendance by 1% can improve attainment by at least 5%.** If you are concerned that your child's absence is linked to your child being unhappy with aspects of school then please contact their Form Tutor or Head of Year promptly.

If you wish for clarification on any of these points or any other attendance matters please contact Mrs Fox at school.

Yours faithfully



Mrs C. Fox
Director for Attendance

Mrs K. Robinson
Deputy Headteacher

April 2019



Dear Parent

Improving School Communications with ParentMail

Communicating with parents is an important part of what we do, making sure you get the correct information about school news, activities and things that really matter is something we care about.

We have been using ParentMail for several years as our main method of communication. This service is used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail will be beneficial to you because you can;

- use a free mobile app on Android and iOS to pick up school messages instantly
- have an account simply for school messages (away from your busy email box)
- connect to other schools, nurseries or clubs that use ParentMail
- highlight important messages or archive old messages to make life easier
- messages can be sent directly to mums, dads and carers – even grandparents.

Registering with ParentMail is every easy. A few days after we have recorded your email address you will be sent either an email and/or text message from ParentMail. When you receive this please just follow the instructions in the message.

Please be assured that ParentMail is registered with the Information commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you need any additional information or assistance, please visit the help site: www.parentmail.co.uk/help/parenthelp or if you have not received any contact from ParentMail within 7 days please contact the school office.

Yours faithfully

Mr I Raikes
Headteacher

