

Attendance

Good attendance matters

It is important that learners attend school every day in order for them to achieve their full potential. It has been proven that there is a direct link between learners attendance and how well they achieve at school. There is a detrimental impact on achievement if learners do not attend every day. Therefore, Martin High School does not approve holidays during term time.

Learners should not be taken out of school unless absolutely necessary; every day really does count. **Parents/carers should be aware that if their child is absent for 10 school days, they will miss 5% of their education during that academic year.**

Good attendance matters and the aim should always be 100% attendance.

To support your child in achieving this:

- **Do not take holidays during term time**
- **Expect your child to attend school unless they have a genuine illness**
- **Ensure that your child is well prepared for the school day and arrives with the correct equipment for learning (including planner and P.E kit) and that homework has been completed**
- **Ensure that they arrive to school on time, every day**
- **If you have any concerns, contact the school immediately**

If your child is ill, you should notify the school by ringing the absence line on each morning of their illness. To notify us of any absence, please ring the main reception number: 0116 2363291 and select option 1. Clearly state your child's name, tutor group and the reason for the absence.

Work will be sent home for any child who is absent for more than 2 days. Please notify the school in advance for any pre-planned absences for appointments.

Holiday absence

Please note that parents/carers are expected to take holidays during the school holidays. Holiday will not be authorised during term time. Due to Government regulations regarding school attendance, all unauthorised absences will be subject to Penalty Notice consideration by the Local Authority. Penalty notices are **£60 per parent, per child, if paid within 21 days of receipt, rising to £120 per parent, per child if paid within 28 days.** There is **no** right of appeal against a Penalty Notice. If you choose to take your child away, his/her absence will be marked as unauthorised and this will be evident by registers kept at the school and by census and other data we are required to submit to the Local Authority. Please refer to our Attendance Policy if you require further clarification.

Exceptional circumstances

If you need to request absence for your child due to exceptional circumstances for either part of the school day or for a whole school day, please send a letter to Miss Meadowcroft, Assistant Head Teacher or Mrs Sanchez, Head Teacher detailing this request.



Good Attendance Matters

A two week holiday in term time means that the highest attendance a child can achieve is 94.7%

100%

190

School days in each academic year

0 days absence

Outstanding

98%

186

Days of education

4 days absence

Very good

96%

183

Days of education

7 days absence

Good

95%

180

Days of education

10 days absence

Almost there

94%

179

Days of education

11 days absence

Improvement needed

90%

170

Days of education

20 days absence

Concerned

85%

161

Days of education

29 days absence

Very concerned

98 – 100%	Excellent. Accessing all learning opportunities. Rewards & incentives. Achievement letter / Award
96 – 97%	Good. Very few learning opportunities missed. Termly letter sent home
93 – 95%	Risk of under achievement. Letter sent identifying concerns. Close monitoring, Attendance Report
90 – 92%	Severe risk of under achievement. Meeting in school, attendance plan, medical evidence. Refer to Education Welfare Service
89% or below	Under achievement. Meeting with EWO. Interventions including home visits. Legal action if 10 or more unauthorised absences

There are 365 days in a calendar year

175 days are not spent at school*

When learners attend school they

- Can achieve their full potential
- Have better career prospects
- Make and keep friends
- Grow in confidence
- Learn how to be happy and healthy
- Keep up with school work

* So there's plenty of time for holidays, shopping and appointments

Your education is important - don't miss out



Good Punctuality Matters

Being 15 minutes late each day is the same as missing two weeks of school!*

Lost minutes = Lost learning!



Registration begins promptly at 8.50am

Every school day counts but every minute is equally important!

Good time keeping means... Making sure you are at school and ready to learn before the school bell rings!

* Over one full academic year.

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