#### **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

Outstanding

98%

Days of

education

absence

Very good

96%183

Days of education

7 days

absence

Good

95%

180

Days of education

10 days

Almost there 94%

179

Days of education

11 days

absence

**Improvement** 

needed

170

Days of education

90%

20 days absence

Concerned

85%

161

Days of education

29 days absence

Very concerned

|              | <u> </u>   |                              |                        |                         |          |
|--------------|--|------------------------------|------------------------|-------------------------|----------|
| 98 – 100%    | Excellent. Accessing all learning                | ng opportunities. Rewards    | & incentives. Achieve  | ment letter / Award     |          |
| 96 – 97%     | Good. Very few learning oppo                     | ortunities missed. Termly le | etter sent home        |                         |          |
| 93 – 95%     | Risk of under achievement. Le                    | etter sent identifying conce | rns. Close monitoring, | Attendance Report       |          |
| 90 – 92%     | Severe risk of under achievem<br>Welfare Service | ent. Meeting in school, att  | endance plan, medical  | evidence. Refer to Ec   | lucation |
| 89% or below | Under achievement. Meeting unauthorised absences | with EWO. Interventions in   | ncluding home visits.  | Legal action if 10 or m | ore      |
|              |  |                              |                        |                         |          |

There are 365 days in a calendar year

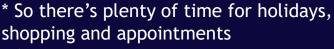
175 days are not spent at school\*





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





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!**



days lost

late

6.5 days lost

> 10 minutes late

10 days lost

**15** 

13 days lost

20 minutes late

19 days lost

**30** late

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.



Your education is important - don't miss out