



Tuesday 7<sup>th</sup> September 2021

### **Why is it important to attend school?**

If students are to achieve their potential, good attendance and punctuality are critical. The link between attendance and achievement is well documented. Figures from the DfE demonstrate this very clearly.

#### **Attendance Level**

Students with 93.5% and above attendance

Students with 89% and below attendance

#### **Achievement**

75% Achieve 5+ A\*-C /9-4 GCSE Grades

25% Achieve 5+ A\*-C /9-4 GCSE Grades

We want all our students to achieve the very best results they can. Irregular attendance can, however, have a significant impact on student achievement. Students with irregular attendance

- Can lose friendships or become socially isolated
- Are less likely to feel part of the school
- Miss out on extracurricular opportunities
- Get behind with work or lose the thread of the topics being taught
- Often become de-motivated on return to school
- Can miss out on important careers and guidance inputs
- Are more likely to become involved in anti-social behaviour

### **What is good attendance?**

Parents/carers and students often become confused about what good attendance is. The school expectation for attendance is 97% and above. The following is a useful guide for parents:

|           |                           |                             |
|-----------|---------------------------|-----------------------------|
| 100%      | Outstanding               |                             |
| 97%-99%   | Excellent                 |                             |
| 95%-97%   | Good                      | FYI 96% = 7 days absence    |
| 92%-95%   | Advise improvement        |                             |
| 90%-92%   | Cause for concern         |                             |
| Below 90% | Serious cause for concern | = more than 19 days absence |

It should be remembered that 90% attendance is equivalent to one day of absence every fortnight. Over an academic year, this amounts to four weeks of absence.



### **Leave of Absence in Term Time**

- Amendments to The Education (Pupil Registration) (England) Regulations 2006 make clear that Headteachers may not grant any leave of absence during term time, unless there are exceptional circumstances. Headteachers should determine the number of school days a child/student can be away from school, if the leave is granted.
- Requests for leave of absence will only be considered where there are exceptional circumstances. It is for the Headteacher and Governing Body of each school to decide what constitutes an exceptional circumstance.
- Any request for leave of absence in term time must be made in writing to the Headteacher.
- If a leave of absence request is not authorised and the absence is still taken, there is the possibility of being penalised. The Penalty Notice can be up to £60 for each parent/carer and for each child absent from school. If the parent/carer does not pay the Penalty Notice, it may lead to a prosecution. Schools are not obliged to provide work for pupils during leave of absence taken in term time.

All requests for leave of absence in term time are considered on an individual basis and are at the complete discretion of the Headteacher.

### **Punctuality is key to learning**

Please ensure that your child arrives on time each day, as punctuality is also key to learning.

|                       |   |               |
|-----------------------|---|---------------|
| 5 minutes a day late  | = | 3 days lost   |
| 10 minutes a day late | = | 6.5 days lost |
| 15 minutes a day late | = | 10 days lost  |
| 20 minutes a day late | = | 13 days lost  |
| 30 minutes a day late | = | 19 days lost  |

Persistent lateness may result in a Fixed Penalty Notice being issued by the Council to the parent/carer. If unpaid, this may also result in prosecution.

***Lost minutes = lost learning***

### **Finally**

**We must fully understand the reason for any absence, and this must be telephoned into the school office before 8.30am. Any absence not reported will be recorded as unauthorised. Please phone us on 01582 865466 and leave a message on our answerphone (if you cannot speak to someone) or you can email the school office at [office@twa.dsamat.co.uk](mailto:office@twa.dsamat.co.uk).**

Kind regards

Mrs V Britnell  
Headteacher



*Believing and achieving together*