



Attendance Information 2016-17

Absence due to Special Circumstances in Term Time – New regulations from September 2013

In accordance with new statutory guidelines we have revised our policy regarding attendance and absences from school in term time.

As a parent you can only apply for an absence in term time if there are **exceptional circumstances**. The application **MUST** be made in writing, explaining the reasons for the absence, to the Headteacher in plenty of time for a decision to be made and notification of that decision given.

Headteachers no longer have discretion in authorising up to 10 days “holiday” a year. Any leave of absence can only be for exceptional reasons and authorised on a case by case basis. Please write to the Headteacher if you wish to ask for any leave of absence.

We authorise events such as participation in external sporting events, educational visits, music exams and performances and unavoidable exceptional circumstances such as family weddings and funerals.

If you have any queries, please contact Mrs Griffiths Assistant Headteacher, Mrs Bagshaw in the office, or your child’s tutor or Pastoral Leader.

What does “Attendance Record” mean?

If your child has achieved 97% attendance they will have missed just over a week, or 5 days of education. Over 5 years of secondary schooling this is equivalent to 5 and a half weeks of education missed.

The chart shows the effect of the increase in weeks lost as the time in school falls.

In one year:

Percentage	Weeks absent from school
95%	2 or 10 days
90%	4 or 20 days
85%	5.5
80%	7.5

Over 5 years this becomes:

Percentage	Weeks absent from school
97%	5.5
95%	9.5
90%	19
85%	28.5
80%	38 (one whole school year)

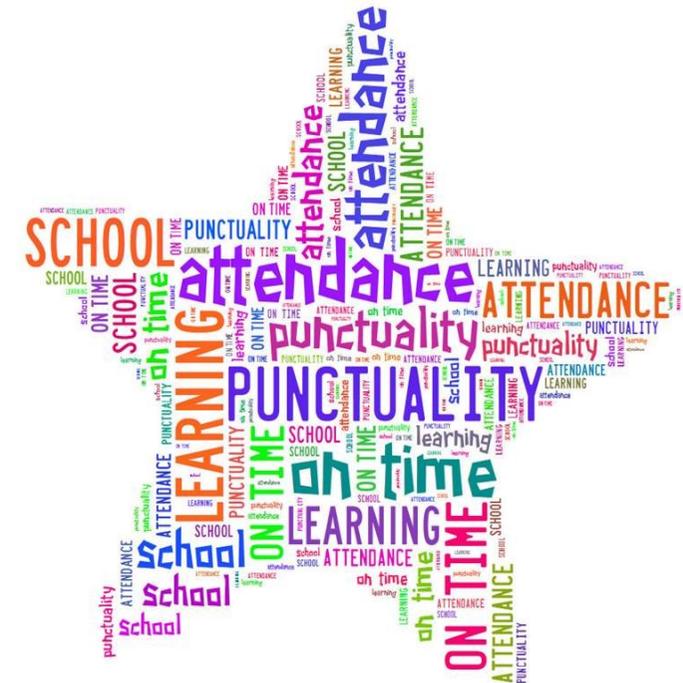
Ofsted definitions for attendance are:

- High = 94% +
- Above average = 93%+
- Average = 92%+
- Low = Below 92%

Government research says that where attendance levels fall below 95% a students’ academic performance and achievement is badly affected.

As a school we strive to achieve the target of 96% and constantly update parents on their child’s attendance levels.

Whole School Attendance 2015-16 = 96.1%



School success starts with attendance

Fixed Penalty Notices

The DFE guidance states that the school should refer unauthorised absences to the Local Authority who have the legal power to impose fixed penalty notices. Fixed penalty notices apply to each parent and currently range from £60 to £120 per parent per child. Fixed Penalty notices may be imposed for persistent non attendance or unauthorised absences.

Chapel-en-le-Frith High School

Regular attendance at school is extremely important if your child is to make progress and parents are responsible for getting their children to school everyday on time.

However, if your child is ill and absent from school then parents are asked to take the following action:

Reporting Absence

Either telephone our dedicated absence line 01298 811878 and leave a message
or telephone 01298 813118 after 8am if you wish to speak to a member of staff
or send an email to mbagshaw@chapelhigh.org.uk

Remember to tell us:

- your child's name
- year and tutor group
- date of the absence
- reason for the absence
- expected date of return to school or phone in daily until your child does return to school if that is uncertain

If your child is likely to arrive after registration for any reason please let us know. Without such confirmation the absence will be unauthorised.

Punctuality

Students are expected to arrive in school in good time.

The school day starts promptly with morning registration at 8.40am. Students are expected to be sitting in their tutor rooms at this time.

Students who arrive late to school are asked to sign in at the main reception and then make their way to their tutor room.

If a student is late twice in a week they are given a detention after school for 30 minutes. If they are late on 3 or more occasions they receive an hour's detention after school.

PLEASE NOTE:

It is a student's responsibility to ensure that they are registered in school for morning and afternoon registration.

A student who does not register is assumed to be absent from school and parents will be contacted. Clearly this will cause anxiety for you. Please stress to your child, as we do, the importance of registering for every session.

Attendance registers are a legal document - as are the school attendance records. The codes used are national ones.

It is only the school who can authorise an absence.

What does "authorised" absence mean?

- Illness – we may occasionally ask for a doctor's note to confirm this.
- Emergency dental/medical appointments. (Routine appointments should be made wherever possible after school hours or in the school holidays.)
- A day of religious observance.
- Family bereavement.
- Attending an interview for college or work experience placement.
- Absence due to "exceptional circumstances" if approved by the Headteacher and within the guidelines of the Local Authority.

What does "unauthorised" absence mean? Examples would include:

- Looking after members of the family
- Holidays
- Birthdays
- Absences taken without prior application

- Running errands
- Persistent minor ailments without the support of a doctor's note.
- Lateness after the close of morning register

Unauthorised absences are classed as truancy; where the school has not given permission for the student to be absent. Deliberate truancy is punished by detentions after school to make up the time that was missed. The absence can also be referred to the Education Welfare Service.

A note from a parent will not change the absence to "authorised".

Persistent Absence - DFE definition

"Persistent absence" refers to absence of more than 15% or where actual attendance is less than 85%.

ALL absences have a negative impact on a student's attendance record and may result in them being identified as "persistently absent" and subject to close scrutiny by school.

It does not matter whether the absence is authorised in exceptional circumstances, illness or medical appointments or is an unauthorised absence due to truancy, school refusal or other unexplained absence.

The progress of students and the outcome they can achieve when leaving school is heavily affected by low attendance. Ofsted look very closely at persistent absence figures when making judgements about schools and as a result those students are monitored as a high risk group.

Please consider making medical appointments wherever possible out of school hours or at a time which does not impact heavily on the school day, and avoid taking your child out of school in term time.

Our attendance target for students in this school is 96% and we will work proactively to help and support