

# **~~SOUTH HOLDERNESS TECHNOLOGY COLLEGE~~**

## **~~ATTENDANCE AND PUNCTUALITY 2017-18~~**

### **~~NOTE FOR PARENTS – NOVEMBER 2017~~**

~~ATTENDANCE AND PUNCTUALITY ARE KEY THEMES FOR SOUTH HOLDERNESS TECHNOLOGY COLLEGE. WE BELIEVE THAT EVERY DAY COUNTS AND THAT A CHILD'S PROGRESS AND ATTAINMENT AND PROGRESS AT SCHOOL IS INEXTRICABLY LINKED TO ATTENDANCE. IN ADDITION, WE VALUE PUNCTUALITY AS A CORE LIFE SKILL AND WISH TO SEE EVERY CHILD START SCHOOL EACH DAY IN THE RIGHT WAY. OUR AIM IS ALWAYS TO KEEP ABSENCES AND LATE ARRIVALS TO A MINIMUM.~~

~~BEFORE HALF TERM WE HAVE SPENT SOME TIME TALKING TO STUDENTS ABOUT THE IMPACT THAT GOOD ATTENDANCE HAS ON THEIR CHANCES OF SUCCESS IN THEIR GCSEs AND INDEED THEIR LIFE CHANCES. THE RESPONSE FROM THE STUDENTS HAS BEEN EXTREMELY POSITIVE AND ENCOURAGING. AS A RESULT WE HAVE SEEN MORE STUDENTS WITH 100% ATTENDANCE THAN WE HAVE DONE IN THE LAST THREE YEARS. WE FELT IT WAS IMPORTANT TO SHARE THIS CRUCIAL MESSAGE WITH PARENTS AND HAVE PUT THIS INFORMATION TOGETHER WHICH WE SINCERELY HOPE YOU WILL TAKE THE TIME TO READ AND DISCUSS WITH YOUR CHILD.~~

### **~~SO WHAT DOES GOOD ATTENDANCE LOOK LIKE?~~**

~~90% IN A TEST OR AN EXAM WOULD BE CLASSED AS A VERY GOOD ACHIEVEMENT. HOWEVER IN THE CONTEXT OF SCHOOL ATTENDANCE THIS IS A SERIOUS CAUSE FOR CONCERN.~~

~~IF A CHILD WAS PRESENT FOR 90% OF THE TIME THEY WOULD BE ABSENT FOR –~~

- ~~• — HALF A DAY A WEEK~~
- ~~• — 1 DAY EVERY TWO WEEKS~~
- ~~• — 20 DAYS OFF IN EVERY YEAR~~
- ~~• — HALF A YEAR OFF OVER 5 YEARS.~~

~~DfE RESEARCH CLEARLY SHOWS HOW FOR EVERY 17 DAYS OF ABSENCE THE CHILD IS LIKELY TO ACHIEVE HALF A GCSE GRADE BELOW THEIR POTENTIAL.~~

**~~WE BELIEVE THAT A MINIMUM ATTENDANCE RATE OF 97% (5-DAYS ABSENCE ONLY – IN ANY YEAR) WILL GIVE YOUR CHILD THE BEST CHANCE OF SUCCESS IN THEIR EXAMS.~~**

**~~PLEASE MONITOR YOUR CHILD'S ATTENDANCE BY LOOKING AT THE ATTENDANCE TRACKER IN THEIR PLANNER.~~**

~~PLEASE REMEMBER – YOU ARE RESPONSIBLE FOR MAKING SURE YOUR CHILD REGULARLY ATTENDS SCHOOL. IF YOU FAIL TO DO SO YOU ARE COMMITTING AN OFFENCE AND THE LOCAL AUTHORITY (LA) MAY TAKE LEGAL ACTION AGAINST YOU. THIS STILL APPLIES EVEN IF YOUR CHILD IS MISSING SCHOOL WITHOUT YOUR KNOWLEDGE.~~

**~~ATTEND TO ACHIEVE – ATTENDANCE MATTERS~~**

## *WHAT ARE THE BENEFITS OF GOOD ATTENDANCE?*

<i>ATTENDANCE IN YEAR 9-11</i>	<i>GRADE 9-5 GOOD PASS IN MATHS AND- ENGLISH %</i>	<i>GRADE 9-4 STANDARD PASS IN MATHS- AND ENGLISH %</i>
<i>100%</i>	<i>84.6%</i>	<i>92.3%</i>
<i>95% TO 99.9%</i>	<i>53.7%</i>	<i>70.5%</i>
<i>90% TO 94.99%</i>	<i>21.7%</i>	<i>58%</i>
<i>80% TO 89.99%</i>	<i>19.4%</i>	<i>41.9%</i>
<i>BELOW 80%</i>	<i>28.6%</i>	<i>42.9%</i>

*LOOK AT OUR YEAR 11 GCSE RESULTS FROM LAST YEAR.*

*THE TABLE CLEARLY SHOWS THAT STUDENTS IN OUR SCHOOL WHO ATTEND SCHOOL-  
CONSISTENTLY GET THE BEST RESULTS.*

## *HOW WE SUPPORT GOOD ATTENDANCE.*

*• WE MONITOR ATTENDANCE CLOSELY AND CONDUCT REGULAR CHECKS OF ABSENCES. IF A CHILD'S-  
ATTENDANCE FALLS BELOW 95% IN ANY SINGLE TERM WE WILL INVESTIGATE FURTHER. IN SOME CASES, THE-  
ABSENCES CAN BE EXPLAINED THROUGH ISSUES SUCH AS A SERIOUS MEDICAL CONDITION, A SURGICAL OPERATION OR A  
FAMILY BEREAVEMENT. HOWEVER, THIS STILL MEANS THAT A CHILD IS MISSING 10 DAYS OR TWO WEEKS OF SCHOOL-  
IN ONE YEAR (OR 50 LESSONS)*

*• IN CASES WHERE ATTENDANCE FALLS BELOW 92%, WE WILL INVITE THE CHILD'S PARENTS/CARERS TO A  
SCHOOL NON-ATTENDANCE PANEL (SNAP). AT THE SNAP, WHICH IS CHAIRED BY A MEMBER OF THE SENIOR-  
LEADERSHIP TEAM WITH A REPRESENTATIVE OF THE GOVERNING BODY, THE PANEL SEEKS TO UNDERSTAND THE-  
REASONS BEHIND THE FREQUENT ABSENCE AND DISCUSS HOW ATTENDANCE CAN BE IMPROVED. IN CASES WHERE-  
THERE IS A MEDICAL REASON, THE SCHOOL NURSE MAY REQUEST DOCUMENTATION OR OTHER EVIDENCE FROM A GP-  
OR HOSPITAL. A VOLUNTARY ACTION PLAN IS THEN DRAWN UP TO CHART THE WAY FORWARD.*

*• WE CONTINUE TO TAKE THE VIEW THAT UNAUTHORISED ABSENCES ARE UNACCEPTABLE. WE ARE REQUIRED-  
TO INFORM THE LOCAL AUTHORITY OF ALL SUCH ABSENCES. IN EXCEPTIONAL CIRCUMSTANCES, AN ABSENCE MAY BE  
AUTHORISED AT THE DISCRETION OF THE HEADTEACHER.*

## *PUNCTUALITY*

• ~~OUR MOTTO AT SOUTH HOLDERNESS TECHNOLOGY COLLEGE IS 'ON TIME, EVERY TIME'. WE ENCOURAGE PUNCTUALITY AS A CORE LIFE SKILL AND BELIEVE IT IS ESSENTIAL TO MAXIMISE THE CHILD'S LEARNING AND MINIMISE DISRUPTION TO OTHER CHILDREN IN THE CLASS.~~

• ~~WE MONITOR PUNCTUALITY CLOSELY. IF A CHILD IS LATE MORE THAN 6 TIMES IN ANY TERM, WE WILL INVITE THE CHILD'S PARENTS/CARERS TO A SCHOOL LATE ARRIVAL PANEL (SLAP). THE SLAP, WHICH IS CHAIRED BY A MEMBER OF THE SENIOR LEADERSHIP TEAM/PROGRESS LEADER OR PASTORAL MANAGER SEEKS TO UNDERSTAND THE REASONS BEHIND THE FREQUENT LATE ARRIVAL AND DISCUSSES WAYS OF MAKING IMPROVEMENTS. IN CASES WHERE THERE IS A MEDICAL REASON, THE SCHOOL NURSE MAY REQUEST DOCUMENTATION OR OTHER EVIDENCE FROM A GP OR HOSPITAL. THE PANEL WILL AGREE A VOLUNTARY ACTION PLAN, WHICH WILL BE SIGNED BY THE SCHOOL AND THE PARENTS/CARERS.~~

## ~~WHAT SHOULD I DO IF MY CHILD CANNOT ATTEND SCHOOL?~~

• ~~DAY 1 OF ABSENCE — INFORM THE SCHOOL BEFORE 8:30AM OF THE REASON FOR ABSENCE.~~

• ~~THIS SHOULD BE DONE BY CONTACTING THE APPROPRIATE PASTORAL MANAGER. SEE BELOW FOR NAMES AND YEAR GROUPS.~~

- ~~YEAR 7 MRS DAY~~
- ~~YEAR 8 MRS MURRAY,~~
- ~~YEAR 9 MRS WILKIN,~~
- ~~YEAR 10 MRS EDMONDSON,~~
- ~~YEAR 11 MRS BRATTAN~~

• ~~BY RINGING THE COLLEGE SWITCHBOARD ON 01482 899315 YOU CAN SELECT THE APPROPRIATE YEAR GROUP AND LEAVE A MESSAGE ON THE ANSWERING MACHINE AS TO THE REASON FOR ABSENCE.~~

• ~~IF YOU DON'T CONTACT US WE WILL CONTACT YOU AS A PARENT TO SEE WHY YOUR CHILD IS NOT IN SCHOOL.~~

• ~~DAY 2 AND BEYOND — UPDATE THE SCHOOL ON YOUR CHILD'S PROGRESS AS ABOVE WITH ANY MEDICAL ADVICE GIVEN ESPECIALLY IF THE CONDITION WORSENS.~~

• ~~DAY 5 ONWARDS — UPDATE SCHOOL ON YOUR CHILD'S PROGRESS REGULARLY. MEDICAL EVIDENCE WILL BE REQUESTED FOR FIVE DAYS OF ABSENCE OR MORE.~~

• ~~MEDICAL APPOINTMENTS — IF YOUR CHILD IS ABSENT DUE TO A MEDICAL APPOINTMENT, YOU WILL BE REQUIRED TO PROVIDE AN APPOINTMENT CARD OR LETTER FROM THE PRACTICE. IF YOU KNOW IN ADVANCE THAT YOUR CHILD WILL BE ABSENT PLEASE LET US KNOW IN ADVANCE.~~

• ~~MEDICAL AND DENTAL APPOINTMENTS SHOULD BE MADE OUTSIDE OF SCHOOL HOURS WHEREVER POSSIBLE, AND IF NO ALTERNATIVE, MADE FIRST THING IN THE MORNING OR LATE AFTERNOON SO THE CHILD CAN ATTEND SCHOOL AFTER OR BEFORE THE APPOINTMENT.~~

• ~~PARENTS ARE REMINDED THAT EACH DAY IS SPLIT INTO TWO SESSIONS AND IN A 5 DAY WEEK THERE ARE A POSSIBLE 10 SESSIONS THAT WILL BE REGISTERED AND MONITORED. THEY ARE MORNING REGISTRATION AND PERIOD 4 REGISTRATION IN THE AFTERNOON.~~

• ~~FAILURE TO GIVE A VALID REASON FOR ABSENCE WILL RESULT IN THE ABSENCE RECORDED AS 'UNAUTHORISED'. PLEASE REMEMBER THAT IN THE END THE SCHOOL DECIDES IF A VALID REASON HAS BEEN GIVEN.~~

~~• WHEN A CHILD HAS 10 UNAUTHORISED ABSENCES IN A 13-WEEK PERIOD THE ATTENDANCE OFFICER WILL ISSUE A FORMAL WARNING LETTER INFORMING PARENTS IF THEIR CHILD HAS ANY FURTHER UNAUTHORISED ABSENCES IN THE NEXT 15 SCHOOL DAYS THEN A REFERRAL WILL BE MADE TO THE EDUCATION WELFARE SERVICE WHO WILL CONSIDER ISSUING A PENALTY NOTICE ON BEHALF OF THE LOCAL AUTHORITY.~~

~~• ANY STUDENT WHOSE ATTENDANCE IS BELOW 90% IS DEEMED TO BE A PERSISTENT ABSENTEE BY THE GOVERNMENT.~~

~~• THIS SIGNIFICANTLY IMPACTS THEIR CHANCES OF SUCCESS AS CAN BE SEEN FROM THE TABLE ABOVE BUT CAN ALSO LEAD TO LEGAL ACTION TAKEN AGAINST THE PARENTS OR CARERS. IF YOU ARE FOUND GUILTY IN A MAGISTRATES' COURT YOU COULD FACE A LEVEL 3 FINE OF UP TO £1,000 UNDER SECTION 444(1) OF THE EDUCATION ACT 1996, OR A FINE OF UP TO £2,500 PER PARENT OR CARER AND/OR A PRISON SENTENCE UNDER SECTION 444 1(A) OF THE EDUCATION ACT 1996.~~

~~FURTHER INFORMATION CAN BE FOUND ON THE COLLEGE WEBSITE AT [WWW.SHTC.ORG.UK](http://WWW.SHTC.ORG.UK) IN THE GUIDANCE FOR PARENTS BOOKLET — MEDICAL AND ILLNESS.~~

### ~~ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES~~

~~THE LEGISLATION REGARDING STUDENT ATTENDANCE CHANGED WITH EFFECT FROM SEPTEMBER 1, 2013. LEGISLATION NOW STATES THAT CHILDREN CAN ONLY TAKE HOLIDAYS IN TERM TIME IN EXCEPTIONAL CIRCUMSTANCES. THE HEADTEACHER IS NO LONGER IN A POSITION TO AUTHORISE ABSENCES INDEPENDENTLY. THE SCHOOL WILL, ON OCCASION, REFER CASES WHICH IT CONSIDERS TO BE EXCEPTIONAL TO THE LOCAL AUTHORITY, WHO WILL GIVE GUIDANCE ON THE FINAL DECISION TO ENSURE CONSISTENCY ACROSS THE AUTHORITY.~~

### ~~WHAT DO I DO IF I NEED TO APPLY FOR AN ABSENCE IN TERM TIME?~~

~~PLEASE CONTACT THE PASTORAL MANAGER DIRECTLY TO DISCUSS POTENTIAL ABSENCE FROM SCHOOL. THE PASTORAL MANAGER WILL GIVE GUIDANCE AND IF NECESSARY ISSUE YOU WITH AN ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES REFERRAL FORM.~~

~~WE ADVISE THAT YOU DO NOT PLAN FOR YOUR CHILD TO BE ABSENT WITHOUT SPEAKING TO THE SCHOOL FIRST TO OBTAIN PRIOR APPROVAL.~~

~~YOU CAN BE FINED FOR UNAUTHORISED TERM TIME HOLIDAYS~~

~~IF YOUR CHILD HAS TEN UNAUTHORISED ABSENCES EACH PARENT IN YOUR HOUSEHOLD WILL BE FINED £60. THIS WILL GO UP TO £120 IF YOU DO NOT PAY THE FINE WITHIN 28 DAYS. IF YOU CONTINUE TO NOT PAY THE FINE, AFTER 42 DAYS YOU WILL BE SUMMONED TO APPEAR BEFORE A MAGISTRATE TO EXPLAIN YOUR CHILD'S ABSENCES. THE MAGISTRATE CAN FINE YOU UP TO £1,000.~~

~~WE ALWAYS STRIVE TO CUT DOWN THE NUMBER OF ABSENCES CAUSED BY TERM TIME HOLIDAYS. WE HAVE PUBLISHED AN AGREEMENT WITH ALL EAST RIDING OF YORKSHIRE SCHOOLS AND THE EAST RIDING OF YORKSHIRE COUNCIL. ALL HEADTEACHERS MUST FOLLOW THIS WHEN CONSIDERING ANY REQUESTS FROM PARENTS. PLEASE REFER TO THE [WWW.SHTC.ORG.UK](http://WWW.SHTC.ORG.UK) WEBSITE, OUR ACCESS TO EDUCATION POLICY AND THE LOCAL AUTHORITY CODE OF CONDUCT FOR EDUCATION PENALTY NOTICES DOCUMENT FOR FURTHER DETAILS.~~

### ~~FURTHER RESOURCES~~

~~THERE IS A RANGE OF DOCUMENTS FROM THE LOCAL AUTHORITY REGARDING ATTENDANCE POLICIES AND PROCEDURES AND THESE WORK IN CONJUNCTION WITH OUR OWN POLICIES AND PROCEDURES. YOU CAN FIND THESE ON THE SHTC WEBSITE AND THE PARENT TAB. I WOULD ADVISE AND RECOMMEND THAT ALL PARENTS/CARERS READ THESE DOCUMENTS CAREFULLY TO BE FULLY INFORMED.~~

~~SHOULD YOU HAVE ANY QUERIES REGARDING GOOD ATTENDANCE PLEASE DO NOT HESITATE TO CONTACT ME~~

~~GARY TRURAN~~

~~DEPUTY HEADTEACHER (PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE)~~