



SMITHDON HIGH SCHOOL
HUNSTANTON

Guide to Attendance for Parents

Last updated: September 2025

Work hard, be kind and smile

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Why is Attendance Important?

The aim of this booklet is to outline the importance of regular attendance at school and to emphasise the impact it can have, not only on your child's academic progress – research indicated that there is a direct link between poor attendance and poor achievement – but also on their personal and social development.

Smithdon High School has a minimum target of
96% attendance for every child.

While 90% attendance sounds good, a student who has a 90% attendance rate:

- has missed 19 days (almost 4 weeks) of school
- has missed over 100 hours of school
 - 95 hours of individual subject lessons
 - plus** 9.5 hours of tutor time – PSHE, careers & relationship learning
 - plus** 19 hours of social time with friends
- has missed what is equal to $\frac{1}{2}$ a day every week of the year
- for all 5 years at Smithdon (Years 7-11), will have missed **half a school year of learning**.
- has only a 14% chance of achieving 5x GCSEs at Grades 9-5 including English and Maths, compared to 73% of students whose attendance is over 95%.

So, 90% attendance is not actually that good at all.

| % attendance | Days missed | Subject lessons lost | PSHE tutor time lost | Social time lost | Total hours lost |
|--------------|-------------|----------------------|----------------------|------------------|------------------|
| 98% | 4 days | 20 hours | 2 hours | 4 hours | 26 |
| 96% | 7½ days | 37½ hours | 4 hours | 7.5 hours | 49 |
| 95% | 9½ days | 47½ hours | 5 hours | 9.5 hours | 62 |
| 94% | 11½ days | 57½ hours | 6 hours | 11.5 hours | 75 |
| 90% | 19 days | 95 hours | 8½ hours | 19 hours | 123½ |
| 85% | 28½ days | 142½ hours | 15 hours | 28.5 hours | 185 |

What impact would this have in real terms?

Research suggests that pupils with no absence are 3.1 times more likely to achieve a Grade 5 or above than pupils who missed 10-15% of all possible sessions

Number of School Days per year:

- There are 365 days in a calendar year; 190 of those are spent at school.
- **175 days are NOT spent at school** – plenty of time for shopping, daytrips, quality family time, holidays and general appointments.

If young people do not attend school regularly, they will experience difficulties in keeping up with their studies but they also **miss out on the many co-curricular activities and opportunities we offer at Smithdon** to support the curriculum and nurture them as they grow into young adults.

Students who do not attend school regularly are also at a much greater risk of becoming involved in crime, including County Lines drug gangs, or becoming victims of abuse, whereas good attendance promotes lifelong skills.

How do we promote good attendance?

We promote good attendance through a variety of actions and activities, discussed in this guide.

It is important that we help our students to get into the good habits that they will need in the workplace. Excellent attendance and punctuality are essential in their future employment and we regularly receive requests from potential employers for references regarding attendance and punctuality.

Students who develop a poor pattern of attendance and punctuality will be monitored by our Attendance Officer and the Pastoral Team (including the Senior Leadership Team) and you may be invited into school for a meeting with the Attendance Officer and another member of the team. These meetings are about supporting you and your child to address the reasons for their lateness and/or poor attendance and to put in place **supportive action plan(s)** to lead to improvements and ensure they have the opportunity to gain the best experiences and qualifications from their time at Smithdon.

Legal Responsibilities:

As a parent, you are legally responsible for ensuring that your child attends school regularly and is punctual. If you fail to ensure this, you are committing an offence under the Education Act (1996) which may lead to a fine of up to £2500 and/or a prison sentence. You may also find yourself issued with a fixed penalty notice.

Absence

If your child is absent from school through illness, you will need to contact the school in order for us to consider authorising the absence – **sharing information about what their illness is** and, if appropriate, evidence you may have to support the absence (see below). If your child is being monitored by the attendance team, you may be asked to provide medical verification in order for the absence to be authorised.

You are asked to **contact the school** on the first morning of absence **ideally by 8.30am**, but by 9am at the latest, either by:

- Emailing attendance@smithdonhigh.org.uk
- Phoning **01485 536123** – should the Attendance Officer not be available, there is an active answer machine on this line 24 hours a day
- Texting **07935 059774**

You should continue to contact the school **each day the absence continues** unless you have confirmed a predicted date of return following a specific medical condition or advice from a medical professional.

Please note, **should we send your child home due to illness, the rest of that day's absence will be authorised; however if they will be absent from school the following day you should contact the school (as above)**, otherwise this continued absence will be recorded as unauthorised.

Absences of 10 sessions (5 days) or more are unlikely to be authorised without medical verification, in the form of an appointment card, copy of a prescription, doctors' note or copy/actual medication label with clear name and date. This should be handed in on the first day that your child returns to school. At any point during the absence the Attendance Officer, a Pastoral Manager and/or a member of the Senior Leadership Team may visit your home in order to satisfy safeguarding regulations and offer support where necessary.

Appointments for routine check-ups should be made at the end of the school day, weekends or during school holidays (i.e. outside of school hours). Where a medical appointment is unavoidably during the school day, we would expect your child to attend school prior to the appointment and come back into school following the appointment, dependent on the time of the appointment.

If your child has been ill in the night and has had broken sleep, rather than keeping them off school all day, **please consider sending them into school in the afternoon with a note.** Your child may feel better and they will have the chance to join their friends and find out about any learning missed in the morning.

Absent, but able to learn?

If your child is absent on medical advice, due to a long term or contagious illness, but is able to work at times, please contact the Pastoral Manager or SENDCo to request work be shared. With access to Google Classroom and through their school email, work can be accessed easily and shared individually with your child to help reduce the amount to catch up on their return and also reduce any anxiety about their return by making contact beforehand.

NB: we cannot provide work for general absences as a matter of course, as this often encourages students to remain absence rather than return to school.

Persistent Absence (PA):

PA is classed as any absence that is equal to or over 10% of the academic year at any given time. Any student who appears on the PA list, will be monitored formally for their attendance.

Severe Absence (SA):

SA is classed as any absence that is equal to or over 50% of the academic year at any given time. Any student who appears on the SA list will be referred to our Norfolk County Council AEO (Attendance and Entitlement Officer) for additional support.

Fixed Penalty Notices (FPN)

If your child has 10 or more sessions (5 or more days) of unauthorised absence in a 10 school-week period, the Local Authority may issue parents with a Fixed Penalty Notice. The FPN for a first offence is £160 per child, per parent. If the fine is paid within 21 days, the penalty decreases to £80. If the notice remains unpaid after 28 days the Local Authority may commence proceedings [under the 1996 Education Act, Section 444 (1)] to prosecution for non-payment of the Penalty Notice. For a second offence the fine is £160 (no reductions). For a third offence the matter will be referred to the Local Authority for consideration of prosecution.

If a parent reports that a child is absent from school due to illness and subsequently it becomes apparent that the child has been absent for the purpose of a term-time holiday, the school will ask for medical verification. If this is not available, and the absence was for 10 or more sessions, the school will apply to the Local Authority to issue a Fixed Penalty Notice.

There are stories about parents choosing to pay the FPN as a cheaper alternative to an expensive holiday. However, if a parent does this more than once it is now seen as an “aggravated offence” and the penalty increases (as described above).

Leave of Absence

The Education Regulations make clear that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. In exceptional circumstances, Smithdon High School’s Headteacher will consider a request for leave of absence for one period of absence during the academic year.

In order to make a request for a leave of absence, you need to complete a leave of absence request form (Appendix 2 of this document, found on the website, or ask for a printed copy at Reception), provide evidence to support your application and return it to school at least six weeks prior to the proposed date of absence.

Rewards

As part of our positive ethos, our focus for attendance is centred around rewarding regular good attendance and acknowledging students' successful efforts to improve their attendance.

Reward points will be issued for attendance on a half-termly basis:

- **100% attendance for the half term – R4 (4 points)**
- **97-99% attendance for the half term – R3 (3 points)**

Certificates are awarded for 100% attendance on a termly basis:

- One term at 100% = Bronze
- Two terms at 100% = Silver
- Three terms at 100% = Gold

Students who have had an attendance intervention and who then demonstrate improving attendance will be issued letters and reward points to recognise their improvement:

- **Improvement in attendance from one 5% bracket into the next – R3 (3 points)**
- **Continued improvement in attendance = R4 (4 points)**

We also run a regular year group competition for tutor group attendance figures with a 'travelling' award (Attendance Animal) and prizes for the winning Tutor Group in each period.

Students with good levels of attendance will also be rewarded by opportunities and invitations to attend excursions, trips, end of school celebrations (such as the Year 11 Prom), etc.

What can parents do to help?

It is important that you **know the term dates** (on the next page) so that you can help to prepare your child for the start of each new term after a holiday – everyone finds it tough the first day back at work or school after any time off – and so you can ensure they have everything they need and are ready to learn.

It is important that you **inform us of any medical or emotional issues** that may be affecting your child's attendance to enable us to offer the appropriate support. Please contact your child's Pastoral Manager / Assistant Headteacher Head of Year directly.

If you suspect that your child is **experiencing any problems or issues** at school that may be affecting their attendance (or they have told you about these) – please make contact with us as soon as possible via their Pastoral Manager (or their Assistant Headteacher Head of Year) or the Attendance Officer. This will alert us to any problems and help us to work with you and your child towards resolving any issues. It is important that your child understands that you are working with the school to support them and ensure that there are no barriers to learning. It also shows them that you do not condone absence from school.

As much as possible, provide any **medical verification of illness** to support an absence from school, related to physical and/or mental health. This can take the form of, but not limited to, the following:

- appointment cards
- screenshots of appointment reminders (with your child's name included)
- boxes with/photos of the labels on medication (including student name and date of issue)
- copies of prescriptions
- letters from accredited medical professionals

Please ensure your child's full name, form group and dates of absence are included within any note provided or email sent to the Attendance Officer.

You can contact the Attendance Officer via:

Telephone: **01485 536123**

Text message: **07935 059774**

Email: attendance@smithdonhigh.org.uk

Please ensure that we are kept up to date with any change of contact details for you, anyone with parental responsibility and additional contacts – so that we are able to contact you in the event of any emergency.

Support for you and your child

We are always happy to support our students and their families with any issues relating to attendance and punctuality. Please let us know as soon as possible if your child is unhappy at school. We will endeavour to change things for the better where we can – through a number of potential supportive measures.

Likewise, we will contact you if we have any concerns regarding your child, or if we identify anything that could cause a potential concern.

Staff to contact / who may contact you are:

- **Your child's tutor**
- **Pastoral Managers**
 - Years 7 and 8 Mrs Collins
 - Year 9 (currently being recruited)
 - Years 10 & 11 Miss Green
- **The School's Attendance Officer**
Miss Clarke
- **Assistant Headteacher (Head of Year)**
 - **for Years 7-9** Ms Moat
 - **for Years 10-11** Mr Ward
- **Senior Attendance Champion (all years)**
Mrs Gibbins (Headteacher)

Long-term or chronic medical conditions

Please talk to us if your child has a chronic or long-term illness as there are a number of ways we can support your child and also that they can maintain some education – such as hospital schools or teaching services, home learning access and education centres. **We are required to inform Norfolk County Council Medical Needs team of any student who misses 15 days of school due to illness, within the academic year.**

We will always aim to support your child in being able to continue some form of education; and we will work closely with you and your child to ensure that we maintain the right balance so your child can keep up whilst checking the type and amount of school work that your child does is appropriate for them and their medical condition, **including working with the Medical Needs team at Norfolk County Council.**

Term Dates 2025/2026

| | |
|------------------------------|--|
| Monday 1 September | INSET DAY – students will not attend |
| Tuesday 2 September | INSET DAY – students will not attend |
| Wednesday 3 September | School opens for Yr7 & 11 students only |
| Thursday 4 September | School opens for all students |
| | |
| Thursday 23 October | School closes for half term |
| Friday 24 October | INSET DAY – students will not attend |
| | |
| Monday 3 November | School reopens |
| Friday 19 December | School closes for the Christmas holiday |
| | |
| Monday 5 January | INSET DAY – students will not attend |
| Tuesday 6 January | School reopens for the Spring Term |
| Friday 13 February | School closes for half term |
| | |
| Monday 23 February | School reopens |
| Friday 27 March | School closes for the Easter holiday |
| | |
| Monday 13 April | School reopens for the Summer Term |
| Monday 4 May | May Day Bank Holiday |
| Friday 22 May | School closes for half term |
| | |
| Monday 1 June | School reopens |
| Friday 17 July | School closes for the Summer holidays |

Early Term Dates, from September 2026

| | |
|----------------------|---|
| Thursday 3 September | School opens for Yr7 & 11 students only |
| Friday 4 September | School opens for all students |
| | |
| Thursday 22 October | School closes for half term |
| | |
| Monday 2 November | School reopens |
| Friday 18 December | School closes for the Christmas holiday |

The Law

You are legally responsible for:

- Ensuring your child receives full time education
- Ensuring that your child attends school regularly

You can meet your legal responsibilities, and give your child a helping hand, by:

- Ensuring that your child attends school every day
- Ensuring your child is punctual by leaving home in time to get to school by 8.25am
- Supporting and encouraging your child in school by attending parents' evenings and other events which enable us to work together to achieve the best outcomes and experiences for your child
- Making appointments for your child to visit the doctor (except urgent cases), dentist or optician outside of school hours
- Informing the school of absences and providing reasons for absence

Encourage punctuality and don't be late! ... after 8.25am

A prompt arrival at school will enable your child to start the day in a relaxed, enjoyable manner with participation in Spotlight, then their PSHE lesson or Assembly – during which time they study learning skills, study skills, personal development, relationships and resilience, as well as careers exploration and other topics. They also receive important notices during this period.

Being just 15 mins late every day = 47½ hours of lost learning in one year

15 mins late every day over 5 years of school = 36½ days of learning lost

The link between punctuality, attendance and success in school is clear: the more a pupil is in school, the greater their opportunity to fulfil their academic potential and become a confident, resilient and ambitious individual.

Punctuality

It is important that students meet the school's expectations regarding punctuality to school and to lessons. We would encourage you to speak with your child and the need for good punctuality.

Please help your child to be punctual by:

- Encouraging them to prepare for each school day the night before – packing their bag, preparing their clothes, etc
- Supporting them to have a good night's sleep, e.g.
 - no devices before bed/in the bedroom
 - keeping a regular bedtime
 - making sure they eat nutritious, healthy food and an appropriate time in the evening, to help their growth and sleep patterns
- **Ensuring they have an alarm clock with a regular alarm time (or similar)** allowing them plenty of time to get ready for school
- If you are bringing them to school, supporting them to arrive on time – ideally with a few extra minutes to get from your car, onto the school site and to Spotlight by 8.30am at the very latest

If your child is late three or more times in a week to the statutory registration (am and pm) they may be issued a detention.

If the lateness continues, you may be contacted by the Attendance Officer to attend a meeting to put a plan to address your child's lateness and support their regular punctuality.

If your child is persistently late for school, you will be contacted by a member of the Senior Leadership Team (through the Attendance Officer) for a formal meeting regarding attendance and punctuality.

Persistent lateness after registration has closed could lead to the Local Authority issuing parents with a Fixed Penalty Notice.

| | |
|---|---|
| Being late to school adds up to lost learning. <u>Arriving late every day:</u> <ul style="list-style-type: none">• 5 mins late = over 2½ days lost• 15 mins late = 7½ days' absence• 30 mins late = 19 school days lost Each year | BEING PUNCTUAL SHOWS THAT YOU... <ul style="list-style-type: none">• HAVE INTEGRITY• VALUE & RESPECT OTHERS• CARE• ARE RESPONSIBLE• VALUE YOURSELF |
|---|---|

Students' Responsibilities

Aim for 100% attendance

Be punctual to registration and lessons

(arrival at school by 8.25am for Spotlight and a prompt 8.30am PSHE lesson start – students arriving after this will be marked as Late)

Ensure you are only late with a valid reason (and evidence) – provided when you sign in at Reception

Arrive to school equipped and ready to learn

Prepare for each school day the night before

Use the toilets at break times and lunch times

Prevent catching illnesses by maintaining good hygiene:

- Wash your hands with soap and water regularly
- Don't share food or drinks with your friends
- Don't share clothing with your friends
- Throw away used tissues

Recipe for success:

1. Only stay at home if you are genuinely ill – with an illness that requires you to stay at home (see the guidance appendix)
2. Avoid going on holiday in school time
3. Get organised the night before and get enough sleep
4. Talk to your parents about school and how you feel about it
5. Talk to someone if something is bothering you – especially if it is making you want to stay home and not come into school. You are not alone; we are here to help you
6. If you do need to be off school, even just one day, make sure you catch up on the work missed and ask your teacher(s) for help if you are not sure what you need to do/have missed or don't understand the work

Emergency First Aid Referrals

Please note that Smithdon High School operates an emergency only first aid facility – there is no medical room available.

If a student is unwell or has an accident during school hours, they must follow the correct procedures and go to the Pastoral Team or Reception, who will provide appropriate first aid and contact their parent(s) if necessary – such as making you aware of the injury; requesting your child is collected from school if they are unable to continue their lessons; informing you of what first aid support has been administered. As such, please ensure your contact details are always up to date and there is always an up to date second contact.

A student who is sent home injured or sick will have the remaining school session that day recorded as authorised absence. However, further absence from school should be covered by contact from their parent by email or telephone, by 8.30am.

Please note: if a student themselves contacts a parent to collect them and does not use the correct procedures, the remaining school session that day will be recorded as unauthorised absence.

Useful Contact Details

Smithdon High School Office/Reception

Tel.: 01485 534541

Email: office@smithdonhigh.org.uk

Attendance Officer – Miss Clarke

Tel.: **01485 536123**

Email: attendance@smithdonhigh.org.uk

Text: **07935 059774**

Pastoral Managers

Mrs Collins 01485 536114

Email: s.collins@smithdonhigh.org.uk

TBC 01485 536121

Email:

Miss Green 01485 536119

Email: s.green@smithdonhigh.org.uk

Designated Safeguarding Lead

Mr Ward

Email: d.ward@smithdonhigh.org.uk

SEN Support Team

Mrs Walden

Email: sendco@smithdonhigh.org.uk

Common Ailments Guidance

Should my child stay home from school?

Parents often ask us if their child should be in school. **If your child has no temperature but has a cold, headache, earache, then – as with adults – medical advice is to give them paracetamol (Calpol, etc) and send them to school.** We will always contact you if your child's condition worsens or if we believe it is contagious, such as vomiting, chicken pox, etc.

Many children experience common ailments from time to time. Most of these do not need a prescription, are rarely serious and do not require time away from school. Often, treating your child's ailment or illness yourself, or with advice and medicines from your pharmacist, can be the quickest and easiest way to deal with it. **It may be that your child needs another hour or two of sleep while the pain killers kick in and can then come in a little later, rather than taking the whole day off to reduce the amount of missed time.**

The Department for Education's advice is: "would the ailment keep parents/carers and teachers away from work?"

For further clarity, below is a list of common ailments and NHS advice regarding these:

| Illness | Recommendations |
|---------------------------|---|
| Athletes Foot | No need to be off school but will need treatment. |
| Asthma | No need to be off school unless hospitalised. To be managed in school with inhalers. |
| Aches, pain and toothache | If your child has a persistent ache or pain, they need to see a doctor or dentist, but with a dose of paracetamol children should still attend school . |
| Anxiety | No need to be off school but a referral to the school nurse or the GP would be required. |
| Cold Sores | No need to be off school |
| Chicken Pox | Time off required: but children can return to school 5 days from the onset of the rash or once the spots have crusted over. |
| Conjunctivitis | No need to be off school |
| Common Cold | No need to be off school If your child has asthma, remember they may need their blue inhaler more often. |
| Cough | No need to be off school |
| Covid | No need to be off school |
| Cryptosporidiosis | Keep them off school for 48 hours since the last episode of diarrhoea |
| Flu (Influenza) | Time off required if exhausted: but children can return to school when recovered |
| German Measles (Rubella) | Time off required: but children can return to school 5 days from the onset of the rash. Please contact the school as soon as possible, so we can alert staff (or their partners) who may be pregnant! |
| Glandular Fever | No need to be off school |

| | |
|------------------------|--|
| Head Lice | No need to be off school, hair will need to be treated. |
| Headache | If your child has persistent headaches then they should see a doctor otherwise with medication, children should still attend school. |
| Hand, foot & mouth | No need to be off school |
| Impetigo | Time off required: but children can return to school once the lesions are crusted or after 48 hours from starting antibiotics. |
| Lack of Sleep | No need to be off school: establishing good habits is important. Ensure your child goes to bed early as lack of sleep will affect their ability to function, leading to lateness. |
| Measles | Time off required: but children can return to school 4 days from the onset of the rash. Please contact the school as soon as possible, so we can alert staff (or their partners) who may be pregnant. |
| Mouth Ulcers | No need to be off school. Child to be provided with pain relief and mouth gel for the child to use when required. |
| Mumps | Time off required: Keep off school for 5 days from the onset of swollen glands. |
| Rash | Time off required: Do not send your child into school with an unexplained rash until you have consulted a doctor. In most cases they are a common virus and children are able to attend to school. |
| Ringworm | No need to be off school once treatment has begun - treatment is required. |
| Scarlet Fever | Time off required: Return to school after 24 hours of starting antibiotic. |
| Scabies | No need to be off school after first treatment – treatment is required. |
| Shingles | Time off required: if rash is weeping or exposed – treatment is required. |
| Slapped Cheek | No need to be off school. Please contact the school as soon as possible, so we can alert staff (or their partners) who may be pregnant as well as any school member, who has a weak immune system or a blood disorder. |
| Sore throat | No need to be off school if your child has a sore throat and no other symptoms. You may want to provide paracetamol or throat lozenges from your pharmacy. If the sore throat occurs with a raised temperature, they need to stay at home. |
| High temperature | Time off required: if your child has a temperature above 37.5c they should not be in school but they should be able to return after 24 hours. |
| Threadworm | No need to be off school. Treatment required for child and household contacts. |
| Tummy ache | No need to be off school. If your child complains of 'non severe' tummy ache or other symptoms <u>persistently</u> and is not wanting to attend school, this may be linked to your child being anxious, unhappy at school or with something else e.g. friendship issues or finding school work difficult. Please send your child to school but also speak to your child and also their Pastoral Manager to discuss the situation. |
| Tonsillitis | No need to be off school. Many causes, most are due to viruses and do not need antibiotics. |
| Vomiting and Diarrhoea | Time off required: if your child is vomiting or has diarrhoea, please keep them off school for 48 hours following the last episode. Ensure that they have adequate fluid intake. |
| Warts and Verrucae | No need to be off school. These should be covered in pools, gyms and changing rooms. |
| Whooping cough | Time off required: but children can return to school 5 days from starting antibiotics, or 21 days from onset if no antibiotic treatment. (After treatment non-infectious coughing may continue for many weeks) |

Appendix 1 – Smithdon High School's Attendance Graduated Response

| Percentage Absence (% attendance) | No. of School Days Missed /190 | Impact | What we will do (intensifying support) <i>Noting that:</i> <ul style="list-style-type: none"> - Early Help is always available to our Students, parents, and carers. - School is committed to multi-agency working to support families. - Parents will receive Statutory action where absences have been recorded as unauthorised (such as an unauthorised term-time holiday) |
|--------------------------------------|---|--|--|
| 0-4.9% (96-100%) | 0 - 9 days* | Students who reach an attendance target of 96% or above have the best chances to: <ul style="list-style-type: none"> - achieve outstanding progress - access the best potential opportunities both in school and post 16 - develop personally and socially | Students in this category will be eligible for a range of rewards and incentives. Tutors will: <ul style="list-style-type: none"> ✓ praise students for their attendance in Future Fridays ✓ recognise good attendance in parent-tutor contact (email/phone) - welcome and check in with students on their return from absence - log on CPOMS – any concerns <ul style="list-style-type: none"> – if they notice a pattern of absence(s) - raise any and all absences with parents in parent-tutor contact* Pastoral Managers / Deputy Headteacher will: <ul style="list-style-type: none"> ✓ Welcome all students on the gate each morning |
| 5-9.9% (91-95%) | 9.5-18.5 days <div style="background-color: #FFD700; padding: 5px; text-align: center; width: 40px; margin: 0 auto;">Stage 1</div> | An attendance percentage at this level is a cause for concern . Students who fall between 91-95% could: <ul style="list-style-type: none"> - underachieve in some or all areas of study. - have difficulties accessing all available opportunities both in school and post 16. <p>NB: At 15 days of <u>sickness</u> absence, the school must legally inform the LA (NCC) of the absence</p> | Students: <ul style="list-style-type: none"> ✓ will be praised for making positive changes - will be set a target to improve their attendance - will be offered 1:1 mentoring meetings with their PM/AHT/Tutor to help support them improve their attendance - <i>may be referred to in-house or external services to address barriers to learning/anxiety issues.</i> - <i>may be placed on report to address punctuality related concerns</i> Tutors will: <ul style="list-style-type: none"> ✓ praise students for improved attendance in Future Fridays - log on CPOMS – any concerns Pastoral Managers / Deputy Headteacher will: <ul style="list-style-type: none"> - welcome returning students on the gate, with a quick check-in conversation Parents of Students in this category <u>could</u> : <ul style="list-style-type: none"> - be invited in to a meeting with the Pastoral Manager and Attendance Officer (and Tutor, if appropriate) to discuss their child's attendance and what support might be deployed to improve attendance - receive written correspondence in relation to attendance expectations (if appropriate) |

| | | | |
|---|--|--|--|
| 10-14.9% (86-90%) | 19-28.5 days <div>Stage 2</div> | <p>A Student with an attendance percentage below 95% is classed as a Persistent Absentee (and above 50%).</p> <p>They are likely to:</p> <ul style="list-style-type: none"> - be at high risk of underachieving in all areas of study - have more difficulties accessing available opportunities both in school and post 16 - be impacted socially by non-attendance at school | <p>Students:</p> <ul style="list-style-type: none"> ✓ will be praised for making positive changes - will be set a target to improve their attendance - will be offered regular 1:1 meetings/mentoring programme with their PM/AHT/a member of the SEN team to help support them improve their attendance - will be referred to in-house or external services to address barriers to learning/anxiety issues/social issues. <p>Parents of Students in this category <u>are likely to</u>:</p> <ul style="list-style-type: none"> - be invited to an attendance meeting with the Pastoral Manager and Assistant Headteacher (and tutor, if appropriate) to discuss concerns and implement support. - be asked to provide evidence to support their child's absence (e.g. medical evidence) - receive half termly correspondence in relation to attendance expectations. - be referred to external services to address any wider concerns that may present - be asked to agree to an attendance improvement plan. |
| 15-19.9% (81-85%) | 29-37.5 days <div>Stage 3</div> | <p>School may link in with external agencies to discuss any safeguarding concerns that might be linked to attendance.</p> | <p>Students – as above.</p> <p>Parents of Students in this category <u>will</u>:</p> <ul style="list-style-type: none"> - be invited to an attendance meeting with the Assistant Headteacher and Attendance Officer (and Deputy SENDCo, if appropriate) to review the Stage 2 interventions and implement further support. - be asked to provide evidence to support their child's absence (e.g. medical evidence) - receive half termly correspondence in relation to attendance expectations. - probably be visited at home to discuss absences. - be referred to external services to address any wider concerns that may present. - receive a verbal Notice to Improve: statutory action where absences have been recorded as unauthorised. <p>and will be asked to agree to an attendance improvement plan – to be reviewed at least once during a period of 6 weeks.</p> |
| 20-49.9% (51-80%) 20-24.9% (76-80%) 25-29.9% (71-75%) 30-34.9% (66-70%) 35-39.9% (61-65%) 40-44.9% (56-60%) 45-49.9% (51-55%) | 38-94.5 days <div>Stage 4</div> | | <p>Students – as above.</p> <p>Parents of Students in this category <u>will</u>:</p> <ul style="list-style-type: none"> - be invited to an attendance meeting with the Headteacher and Attendance Officer (and SENDCo or their deputy, if appropriate) to review the Stage 3 attendance plan. - be asked to provide evidence to support their child's absence (e.g. medical evidence) - be asked to complete a parenting contract. - receive statutory action where absences have been recorded as unauthorised. - receive a Formal Notice to Improve. - probably be visited at home to discuss absences. - be referred to external services to address any wider concerns that may present, including support by the LA Medical Support Team, Children's Services, etc. - be expected to agree to an attendance improvement plan – to be reviewed at least twice during a period of 6 weeks. |

| | | | |
|--|--|--|--|
| Above 50% <i>(below 50%)</i> | 95-190 days <div style="background-color: red; color: white; text-align: center; padding: 10px; font-weight: bold;">Stage 5</div> | <p>A student with attendance below 50% is classed as a Severe Absentee.</p> <p>They will:</p> <ul style="list-style-type: none"> - be at high risk of underachieving in all areas of study - have more difficulties accessing available opportunities both in school and post 16 - be impacted socially by non-attendance at school <p>School will link with external agencies to discuss safeguarding concerns regarding low attendance.</p> | <p>Students:</p> <ul style="list-style-type: none"> ✓ will be praised for making positive changes - will be set a target to improve their attendance - will be offered regular 1:1 meetings/mentoring programme with a named member of staff with whom they have identified, they have a good bond: to help support them improve their attendance - will be referred to in-house or external services to address barriers to learning/anxiety issues/social issues. <p>Parents of Students in this category <u>will</u>:</p> <ul style="list-style-type: none"> - be invited to an attendance meeting with the Headteacher and Attendance Officer (SENDCo or their deputy, if appropriate) and possible a member of the Local Authority Attendance Team to discuss why their child's attendance has not improved - be asked to provide evidence to support their child's absence (e.g. medical evidence) - receive statutory action where absences have been recorded as unauthorised. - be visited at home to discuss absences. - be referred to external services to address any wider concerns that may present, including support by the LA Medical Support Team, Children's Services, etc. - be expected to conform with the requirements of any intervention support plan(s) - understand that the school or local authority may make a referral to a Legal Intervention Team, leading to a Fixed Penalty Notice or other legal action if attendance doesn't improve |
|--|--|--|--|

*** After the first week of September (when initial contact will be via the Attendance Officer and/or Pastoral Team)**

Contact with parents by tutors will be:

- as part of the half-termly contact (via email or telephone call)
- the trigger to make that contact, at the first absence for tutees whose absence last year was below 90%
- as part of the general conversation, for those tutees whose attendance was 96% or more last year

Summary of Stages

- 1. Stage 1: Initial Concern & Letter: Support First Approach Stage 1 (informal support)**
- 2. Stage 2: Formal Communication & Support: Support First Approach Stage 2**
Trigger: Attendance does not improve after the initial notification.
- 3. Stage 3: Formal Meetings & Evidence: Support First Approach Stage 3**
Trigger: Continued lack of improvement, or failure to attend a previous meeting.
- 4. Stage 4: Formal Agreements & Warning: Support First Approach Stage 4 – Formal Notice to Improve**
Trigger: Continued failure to improve or attend meetings.
- 5. Stage 5 & Beyond: Escalation to Legal Action: Support First Approach Stage 5 – Formal Referral to the LA (NCC)**
Trigger: Failure to meet the terms of agreements or continued poor attendance.

Appendix 2: Leave of Absence Request Form

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important information for parents – please read before completing this form

[Working together to improve school attendance](#) advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance'.

Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Our aim is for every pupil's attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child's attendance, please contact Cheryl Clarke, Attendance Officer, on attendance@smithdonhigh.org.uk or 01485 536123.

I have read the above information and wish to apply for leave of absence from school for:

| Child's Full Name: | Date of Birth: | Class: |
|--------------------|----------------|--------|
| | | |
| | | |
| | | |

Parent/Carer Details (please list all parents)

| First Name: | | Surname: | |
|-----------------------|--|----------------------------|--|
| Date of Birth: | | Relationship to the child: | |
| Address and postcode: | | | |
| Telephone number: | | | |

| First Name: | | Surname: | |
|-----------------------|--|----------------------------|--|
| Date of Birth: | | Relationship to the child: | |
| Address and postcode: | | | |
| Telephone number: | | | |

Siblings: Please provide the name of any siblings and the school that they attend

| Child's Full Name: | Date of Birth: | Class: |
|--------------------|----------------|--------|
| | | |
| | | |
| | | |

Appendix 3 – Key messages

Give school attendance 100% effort

Attend today and achieve tomorrow

Did you know?

- You only have to come to school for 190 days a year (out of 365 per year)
- That means you have 175 non-school days a year, when you are free to do other things
- 97% attendance still means 6 days of school have been missed
- 95% attendance is 10 days off school...
And 10 days of absence = 2 weeks off school = 50 whole lessons missed!
- When you are older, colleges and employers can ask to see your attendance record

If there is a reason you don't, want to come to school: TALK to someone!

(Tell someone what's wrong so you can get the help and support you need)

Coming to school every day means YOU:

- ✓ Are more likely to get great results (at least one GCSE grade higher)
- ✓ Are more likely to stay out of trouble
- ✓ Can see your friends and make new friendships
- ✓ Can take part in lots of different activities
- ✓ Develop self-confidence and resilience
- ✓ Develop an understanding and tolerance of other people and their cultures
- ✓ Open up so many opportunities for now and your future

Missing School = Missing Out!



SMITHDON HIGH SCHOOL
HUNSTANTON



West Norfolk
Academies Trust