



# **St Philip Howard Catholic Voluntary Academy**

**Attendance Information  
2016-2017**

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 01457 853611 and leave a message after 8am if you wish to speak to a member of staff or send an email to [jnash@sph.academy](mailto:jnash@sph.academy)

Remember to tell us:

- ◆ Your child's name
- ◆ Year and tutor group
- ◆ Date of 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.

#### 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 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
- Birthdays
- Absences taken without prior application.
- Lateness after the close of the morning register.
- Running errands
- Persistent minor ailments without the support of a doctor's note.

Unauthorised absences are classed as truancy; where the school has not given permission for the students 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".

## Persistence Absence—DFE definition

“Persistent Absence” refers to absence of more than 10% or where actual attendance is less than 90%

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 95% and we will work proactively to help and support students and parents to achieve this.