



St Philip Howard Catholic Voluntary Academy

**Attendance Information
2016-2017**

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 year 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 95% and constantly update parents on their child's attendance levels.

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

In accordance with the 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 funerals.

If you have any queries, please contact Miss Nash Pastoral Support Officer/Attendance, or your child’s tutor.

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.