



Attendance Policy: Parents

#TEAMSPH | Together on the Journey

Parents are expected to contact the school before 8:45am on the day of absence providing a reason for absence and if possible an expected date of return.

Absence calls should be made to 01457 853 611

If a pupil's attendance is below 95% medical evidence, such as a medical appointment card or letter or a prescription may be requested to authorised absences.

If your child is facing difficulties which are preventing them from attending school every day on time, support is always available

Please contact your child's Form Tutor, Head of Year or Mrs Nash (Attendance Officer) to discuss how we may support you and your child.

Lateness

The morning register is taken at 8:45am, pupils are expected to be on site prior to this and ready for the start of the school day.

Minutes late per day	Equivalent of missing
10 Minutes	6 school days a year

15 Minutes	10 school days a year
20 Minutes	14 school days a year
30 Minutes	20 school days a year

Leave of Absence during term-time

St Phillip Howard Voluntary Academy does not authorise leave of absence during term time unless there are exceptional circumstances.

Parents who need to take their child out of school during term time must apply by using the Academy's 'Leave of Absence Request Form' which is available to download on the website.

Penalty Notices and Prosecutions

It is your legal responsibility to ensure that your child attends school every day and on time.

If your child accrues unauthorised absence (O & U code) or takes an unauthorised leave of absence (G code) you are at risk of a penalty notice or prosecution.

Penalty notices incur a fine of £120 per child, per parent, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay this fine may result in being summoned to appear in the Magistrates Court

What will St Philip Howard do to support you and your child?

- Celebrate good attendance / punctuality with you and our pupils
- Work in partnership with you and support your child to make improvements in your child's attendance and punctuality
- We may visit you at home if we are concerned about you and your child
- Refer to outside agencies for specialist support

What can parents/carers do?

- Talk to your children about their day and celebrate their achievements.
- Let your child know that you think attendance is important and it is not right to miss school.
- Encourage a routine at home, for example, bed times, homework and preparing school bag and uniform the evening before.
- Engage with school and outside agencies where support is offered.
- Contact school before 8:45am if your child is going to be absent.
- Avoid unnecessary absence including holidays in term time and where possible make medical appointments outside school hours.

How do inform you of your child's attendance?

We inform parents of their child's attendance figure in their academic review, released at various times in the school year. This figure is colour coded to help you in identifying where on the scale their attendance currently stands.

100% - Purple:

This is excellent attendance and your child will be rewarded for maintaining this level of attendance

99.9% - 95.1% - Green:

Your child will be rewarded for maintaining this level of attendance through the rewards system

95%-90.1% - Amber:

Attendance at this level is becoming a concern and may trigger an intervention, attendance below 95% will be monitored closely

Below 90% - Red:

Persistent absentee- Attendance is a serious concern

This may trigger a referral to the Local Authority to consider legal interventions and statutory action