



Notley High
School and Sixth Form
Enjoy, Enrich, Achieve, Aspire.



**The Key to Academic Success is
Very Good Attendance at School**

Why your child's attendance at school is so important?

Your child will have access to a safe learning environment and have continuity of relationships and friendships. Students who attend regularly establish better social relationships with their peers and members of staff. Your child will learn and receive the full-time education to which they are entitled. Your child will achieve success with their learning at school and have improved performance in coursework tasks and examinations. All educational studies confirm that there is a direct link between regular attendance at school and success at examination level. Your child will develop a variety of skills which will prepare them for their future. Your child will have the opportunity to access the widest possible range of opportunities when they leave school with good references for further education and/or employment.

What should you do if your child is absent from school?

- It is your parental responsibility to inform the school of any absences. As a minimal requirement you should carry out the following on every day of an absence:
- Inform the school by leaving a message on the Absence Line, 01376 556300 and select option 1, in the morning. Parent/ carers are expected to call the school before 8:30am each morning to inform the school why your child is going to be absent.
- Inform the school by sending a message via Arbor, using the message facility. Please state your child's name and form group and details of the absence.
- Inform the school by email via attendance@notleyhigh.com. Please state your child's name and form group and the details of the absence.
- Inform the school via Edulink, and select Absence Reporting and add details of the absence.
- If a reason is not provided for an absence, an SMS message may be sent to all primary guardians by the Attendance Team. A follow-up telephone call maybe made in line with our safeguarding duties. If we are unable to contact the primary guardians, we will contact the emergency contacts that have been provided.
- If we have not been able to obtain a reason for an absence an email/letter is sent home to primary guardians. If we do not receive a reply, the absence will be recorded as unauthorised.
- The school is responsible for authorising absences and the form tutors, Raising Standards Leaders and the Attendance Office monitor attendance regularly. Parent/carers whose children are frequently absent from school and have no ongoing medical concerns will be requested to send in medical evidence to support the absences and may be invited into school to discuss their son's/daughter's attendance. Failure to provide the proper medical evidence may result in the absence being unauthorised. This is to ensure that sickness absence is not misused, and to promote attendance levels for all students

School Attendance and The Law.

You have a legal responsibility to ensure your child is in regular school attendance and we expect parent/carers to support the school in all attendance issues. By law, only the school can approve absences, not parent/carers. It is for the school to judge whether the explanation given is a satisfactory justification for the absence. Parent/carer condoned unauthorised absence is a serious problem, and the school will involve the Raising Standard Leader and the Attendance Officer at an early stage.

At Notley High School & Sixth Form our expectation for students' attendance is 100% during each academic year.

96% attendance, or below, would start to trigger cause for concern.

Minor ailments such as headaches, period pains, coughs or colds are not acceptable reasons for failing to attend school.

Arriving to school on time.

Lateness is not acceptable and can be counted as an unauthorised absence. A student arriving late must follow the school's late procedure by signing in at Attendance Office and provide an explanation for their lateness. We have a legal responsibility to register our students twice a day and the failure of your child to register properly could put their health and safety at risk.

Students should be in their form room ready to start the day at 8:40am each morning, which means that they should be in school by 8:30am. Students arriving after 8:40am will be marked late, which may result in a detention. When the whole tutor group arrives on time registration takes place smoothly and the day starts off better. Being 15 minutes late each day during an entire year is the same as missing a whole week of school!

To assist administration, we operate an official closure of registers at 9.09am and 13.00pm. After this time, any students not registered without a valid reason for lateness will be given an unauthorised absence/late mark.

Medical appointments.

If possible, appointments (including medical, dental, and optician) should be made out of school hours or during the school holidays. Where this cannot be arranged, we ask that the student is out of school for the minimum amount of time possible. Every attempt should be made to attend school prior to and/or following a medical appointment.

Students who need to leave school during normal school hours for an appointment must sign out at Attendance Office, where they will be expected to show an appointment card or a letter from you, countersigned by your son/daughter's Raising Standards Leader. Students should also sign in again on return.

Please note that if you contact us via telephone, email, or Arbor to advise us of a student absence for medical appointments, this does not replace the letter from home that is needed to be shown by students at the point of signing out to leave school.

Leave of absence requests in term time.

A leave of absence during term time has a detrimental effect on learning. Here at Notley High School & Sixth Form we have taken the decision that a leave of absence in term time will not be authorised unless there are exceptional circumstances. No parent/carer can demand the right to have a leave of absence for the purposes of a holiday of any length. If the absence is not authorised and the holiday is taken, the case will be referred to the Local Authority who may issue a Penalty Notice for £160 (or £80 if paid within 21 days) to each parent for each child taken out of school.

A student who takes a 10-day holiday during an academic year will only attain a maximum of 94.7% attendance even if they attend every single other day. If, after having a 10-day holiday, a student is then genuinely ill, then each additional day they are absent from school will reduce their total attendance by 0.5%

Research suggests that 17 missed school days a year = 1 GCSE grade drop in achievement. A leave of absence in term time certainly does affect your child's success rate.

Important facts about attendance.

Description	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for concern	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
Unsatisfactory	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious Cause for Concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190

The Department of Education class any student with below 90% attendance as being persistently absent from school.

Notley High School & Sixth Form will continue to work alongside the Local Authority (LA) who will have the responsibility to enforce school attendance and will issue penalty notices and take court action where necessary.

We value your support and encouragement to help your child make the most of school life and their education by making sure they attend school regularly and punctually. The greater the attendance, the greater the achievement.

If there are problems, please contact our Attendance Officer on 01376 556301, or alternatively contact your child's form tutor or Raising Standards Leader who will endeavour to support you.