



Notley High School
& Braintree Sixth Form

The Key to Academic Success is Very Good Attendance at School



Why is your child's attendance at school 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.

At Notley High School & Braintree Sixth Form our expectation for students' attendance is 100% during each academic year. 95% 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.

What should I do if my child is absent from school?

It is parents'/carers' responsibility to inform the school of any absences. As a minimal requirement you should carry out the following:

- Inform the school by leaving a message on your child's Year Absence Line in the morning. Parents/carers are expected to call the school before 8:30am each morning to inform us your son/daughter is going to be absent.
- Inform the school by sending a message via Edulink, using the Reporting Absence link.
- Send a note for your son/daughter to pass to their Form Tutor when they return to school giving full details of the reason for absence.

If reasons for absence are not provided a letter is posted home to parents/carers with a reply slip for parents/carers to return. If no reason is provided absences do become unauthorised.

Year Absence Lines

Year 7 01376 556347
Year 8 01376 556348
Year 9 01376 556349
Year 10 01376 556350
Year 11 01376 556351



Arriving to school on time

Generally lateness is not acceptable and can be counted as unauthorised absence. Therefore, a student arriving late must follow the school's late procedure by signing in at Student Services and provide a written explanation for this lateness from their parent/carer.

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 the bell at 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 so much better, although it is better for students to be late than not be in school at all.

Being 15 minutes late each day during an entire year is the same as missing a whole week of school!

Medical appointments

Requests for your son/daughter to be out of school for appointments should be sent in prior to the date, and medical appointment cards or letters provided to authorise the absence. Please ensure you inform the Attendance Team of your child's appointment via the absence line or Edulink in order for your child to be released from school in sufficient time. Every attempt should be made to attend school prior to and/or following a medical appointment.

Holidays in term time

Holidays during term time do have a detrimental affect on learning. Here at Notley High School & Braintree Sixth Form we have taken the decision that holidays in term time will not be authorised, unless there are exceptional circumstances. No parents/carers can demand the right to have leave of absence for the purposes of a holiday of any length.

A student who takes a 10 day holiday during an academic year will only attain 94.7% attendance on the condition that they attend every single 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.

Basically, holidays in term time, certainly do affect your child's success rate.

Important facts about attendance

100% = No days absence from school (September to July)

95% = 10 days absence from school (September to July) **equates to 47.5 learning hours lost.**

90% = An attendance of 90% might seem good but is equal to one day missed per fortnight. If this continues from Years 7-11, a total of six months' education will be lost (September to July) **equates to 95 learning hours lost.**

Parents/carers may be invited into school to discuss attendance concerns with the Attendance Officer.

The school is responsible for authorising absence and the Form Tutors, Heads of House and the Attendance Officer monitor attendance regularly.

Parents/carers whose children are frequently absent from school and have no on-going 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.

The Government class any student with 90% attendance as being persistently absent from school.

Notley High School & Braintree 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.

Please support your child with their education by making sure they attend school regularly. If there are problems please contact our Attendance Officer on 01376 556300; alternatively contact your child's Form Tutor or Head of House who will endeavour to support you.

Remember

We are talking about your child's future. So let's all work together. The greater the attendance, the greater the achievement.