



# WHAT IS GOOD ATTENDANCE?

# Is your Attendance on Track?



## 100% Attendance

Well Done!

- Our target for all students
- You are right on track

## 97% Attendance

Well Done, keep it up

- You are on the right track for success keep it up
- 6 Days Absence = 30 hours of lost learning

## 95% Attendance

We're Concerned

- Poor attendance gives you less chance of success
- 10 Days Absence = 50 hours of lost learning

## 90% Attendance

Seriously Worried

- Very poor attendance has a serious impact on your education
- 19 Days Absence = 95 hours of lost learning



# Is 90% good attendance?

90% sounds like a lot. It's a great score on a test, but is it good school attendance for your child?

- 90% attendance means your child misses 10% of their time in school.
- This is the equivalent to missing  $\frac{1}{2}$  a day every week! That's 3 lessons worth of learning that your child misses out on every week!
- It is a total of 19 days' absence over the academic year.

# 90%

## Myths

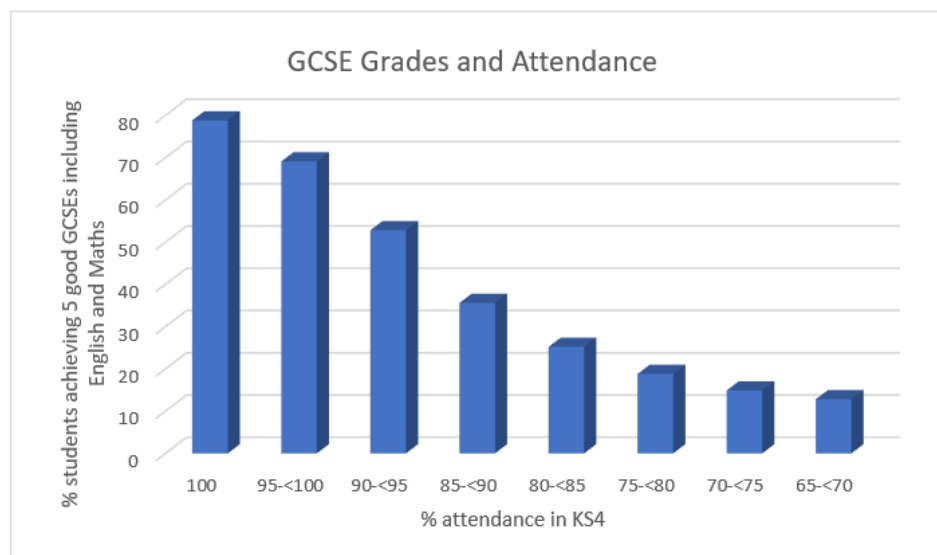
- *"Absences are only a problem if they are unauthorised"* Authorised absences still affect your child's learning and opportunities in the same way, it is still lost learning time.
- *"Attendance only matters in the older year groups"* The KS3 curriculum is the foundation for learning in KS4. If your child has poor attendance in lower years, they will be behind their peers when they reach their GCSEs.



# How could this affect my child?

Attendance is directly linked to achievement. Students who attend more learn more enabling them to get better grades

- Department for Education research shows that 17 school days of absences results in all of a student's GCSE grades dropping by one grade.
- This could be the difference between passing or failing any of their courses.
- Higher attendance means higher achievement. If your child's grades suffer because of poor attendance, the qualifications they miss out on could have a long term impact on their future.





# Did you know?

Our target attendance is 97% but we want all students and parents to aim for 100%

- Under section 7 of the Education Act 1996 parents are responsible for making sure their children receive full-time education.
- Missing 10%, or 2 days of school a month, over the course of the school year, can drastically affect a students' academic success.
- If your child arrives 30 minutes after the start of registration in the morning this will be recorded as a 'U' code which is unauthorised absence.
- The Local Authority will issue fines if 10 or more unauthorised sessions are recoded over a rolling 10 school week period.
- Missing afternoon registration at 1.15pm means the afternoon session mark is missed.
- Please ask for holiday leave at least 4 weeks in advance. (See guidance later in booklet)
- If your child has been sick or has had diarrhoea there is no 48-hour rule, they should come back into school as soon as they are well enough.
- Good attendance in school develops positive behaviours for college and any future job/career your child may follow.
- There is plenty of time outside of school hours and term time for routine appointments like the dentist or Doctors. Don't book them during the school day unless absolutely necessary.



# When is absence necessary?

## Good reasons to STAY HOME



- Your child has a medical appointment that cannot be arranged outside of school hours.



- Your child is physically sick, has a temperature or a rash.



- Your child has diarrhoea. However as soon as they are well enough they can come back into school, do not wait for 48 hours.

## NOT REASONS to Stay Home



- Your child has fallen out with friends. They need to talk to us to help solve the problem instead of avoiding it, please contact your child's SSL.



- Your child feels tired. They need to sleep earlier instead of sleeping in.



- Your child has forgotten or lost their mobile phone. If they need to contact you in an emergency, they can do this via student reception.



- Your child has a headache. One of the most common reasons for this is dehydration. Make sure they bring a water bottle into school and drink throughout the day.





# How can you help your child's attendance?

We know you want the best for your child, to achieve this we need you to help keep their attendance as high as possible. Every day of school missed is learning that is lost, that will help them reach their future goals.

- Log onto Arbor to let us know as soon as possible that your child will be absent and why.
- Avoid taking holidays in term time.
- Only allow time off for genuine illness.
- Find out if your child's attendance is on track by logging on to Arbor.
- Look for signs of any truancy or absences you can't explain, discuss these with your child, and listen to any issues they are having in school.
- Report any concerns to your child's form tutor, SSL or Attendance team.
- Praise, encourage, reward and expect good attendance as we do in school.





# How can you help your child's attendance?

Your child only gets the chance to attend school once. Every day they are absent is learning time they won't get back. To help them make the most of their time at school, make sure they are attending as much as possible.

**100%**

Your attendance is excellent!

Our target for all students

**97%**

Well done!

**6 DAYS ABSENCE**

30 hours lost to learning

We're on the right path for success, keep it up!

**95%**

We're concerned

**10 DAYS ABSENCE**

50 hours lost to learning

A poor attendance gives you less chance of success.

**90%**

Seriously worried!

**19 DAYS ABSENCE**

95 hours lost to learning

Very poor attendance has a serious impact on your education reducing your life chances.





# Attend to Achieve.

Every School Day Counts.

## GOOD ATTENDANCE IS AN EXPECTATION.

- Good attendance is an expectation for all our students. Attending school is an absolute minimum; good behavior, impressive work and consistent engagement goes above and beyond and will be rewarded.

## TEACHERS CAN ONLY TEACH YOUR CHILD IF THEY ARE PRESENT.

- We have fantastic teachers who are dedicated to education and to their students, but they can only help your child to learn and succeed if you get your child into school. Help us keep your child's attendance on track and over and above 97% to give them the best possible chance of succeeding in school.

# School Contacts

School contact number: 01942 814122

## Student Support Leaders

- Year 7 – *Mr Shaw* – [Y7pastoralteam@westhoughton-high.org](mailto:Y7pastoralteam@westhoughton-high.org)
- Year 8 – *Mrs Aaron* – [Y8pastoralteam@westhoughton-high.org](mailto:Y8pastoralteam@westhoughton-high.org)
- Year 9 – *Miss Swift* – [Y9pastoralteam@westhoughton-high.org](mailto:Y9pastoralteam@westhoughton-high.org)
- Year 10 – *Mrs Whittle-Darroch* – [Y10pastoralteam@westhoughton-high.org](mailto:Y10pastoralteam@westhoughton-high.org)
- Year 11 – *Ms Walsh* – [Y11pastoralteam@westhoughton-high.org](mailto:Y11pastoralteam@westhoughton-high.org)

## Attendance Intervention and Support

- Mrs Foster



# Absence/Holiday requests.

Please scan this QR code or click the image to be taken to our Absence/Holiday request form. We would like any submissions to be made at least 4 weeks in advance of the proposed date.

Absence / Holiday Request Form





## Attendance

### Important Update – Changes to Education-related Penalty Notices

#### Information for Parents

You may be aware that the Department for Education has recently announced national changes to penalty notices issued for unauthorised absence in term time. These changes will come into effect on 19 August 2024.

The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period (1). This may include absences because of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds.

#### Please see examples below for further clarification:

1. A penalty notice issued for any offence that begins prior to the 19 August will be issued under the existing rules. Therefore, it will (a) be charged at £60/£120, (b) not count towards the escalation whereby a second penalty notice within 3 years is charged at a flat rate of £160 and there is a limit of 2 penalty notices within 3 years and (c) will be issued in line with the LA thresholds for the 2023-24 academic year. This is regardless of whether the penalty notice is issued before or after the 19<sup>th</sup> August.

For example, if a parent takes a pupil out of school without authorised leave of absence in term time for 10 sessions or more in July 2024 but the penalty notice is not issued until September the old rules will be followed, including being charged at the old rates of £60/£120. The penalty notice will not count towards the escalation.

2. A penalty notice issued for any offence that begins after 19 August will be issued under the new rules. Therefore, it will be (a) charged at £80/£160, (b) count towards the escalation, and (c) be issued in line with the new national threshold of 10 sessions in 10 weeks.

For example, a parent takes a pupil out of school for 5 days in the first week of the new term at the beginning of September 2024, the new rules will be followed.

**Any term time holidays that are taken after the start of the 2024/25 academic year will be treated under the new legislation as the new rules apply to any offences committed from 19 August 2024, regardless of when the holiday is booked.** (1) A school week is any week in which a school meets at least once