



## Attendance Matters!

*"Every School Day Counts!"*

### Attendance

- Regular attendance at school means that your child can make the most of their education, improving their opportunities later in life.
- School can also help your child to develop their social skills such as making and maintaining friendships.
- A regular and punctual attendance pattern will help your child when they enter the world of work.
- Research has shown a clear link between good attendance at school and the quality of the qualifications that students achieve.

*"For every 17 days you are absent, your GCSE results will drop by a whole grade!"*

(DFE research)

### Punctuality

Being late affects attendance:

- Arriving 5 minutes late every day adds up to over 3 days lost each year.
- Arriving 30 minutes late every day adds up to over 4 weeks lost each year!
- If your child arrives after the close of the register, a U code will be recorded, which is an unauthorised absence and statutory action may be considered.

### Late Detentions

If your child arrives late to school they are required to complete a 20 minute after school detention the same day.

## How can I help my child attend school regularly?

- Talk to your child about school. Take a positive interest in your child's work, including homework.
- Attend Parents' Evening and other school events.
- Make sure you know your child's attendance target. All students should aim to achieve at least 97%.
- Try not to make Dental/Medical appointments for your child in school time. When this cannot be avoided, send them in to school for the rest of the day. You should send the appointment letter/card as evidence with a note signed by you.
- Only allow days off for **genuine** illness.
- Make sure you contact the school straight away **and** send a signed note on their return.

## What are my responsibilities for my child's school attendance?

- As a parent/carer it is your responsibility to ensure that if your child is of compulsory school age, they attend both regularly and on time.
- The Local Authority has a duty to make sure that all parents/carers fulfil this responsibility.
- Make sure you contact school every day that you child is absent to provide a reason.

### Contact info –

Tel no – 01625 871811. Choose the Absence option when prompted.

Email – [dwhyte@phs.cheshire.sch.uk](mailto:dwhyte@phs.cheshire.sch.uk)

- You are required to provide medical evidence to authorise your child's absences. This can be an appointment card, letter from a medical professional or a copy of a prescription. For longer periods of absence, you may be required to obtain a doctor's note. If possible, please confirm how many days off the doctor's has signed your child off school and send evidence to your child's Student Welfare Officer.

## Leave of Absence

- Holidays during term time **WILL NOT** be authorised.
- The Head Teacher may consider requests for leave of absence **ONLY** in exceptional circumstances.
- A written request must be submitted by the Parent/Carer **IN ADVANCE** to the Head Teacher who will send written response.
- Failure to request leave of absence will result in the absences being recorded unauthorised any you may be liable for statutory action.

## What will happen if my child does NOT attend school regularly?

- The school will contact you in the first instance to raise concerns about your child's attendance.
- You will receive letters updating you on your child's attendance and punctuality, phone calls will be made to discuss any concerns and home visits may also be carried out.

### The law:

The Education Act 1996 describes parents' duty in relation to their child's attendance at

school. Section 444 describes the offence that is committed if they fail in that duty:

*"if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence"*

There are specific defences in respect of this offence. Unless one of the defences listed in the Education Act 1996 applies the offence is proven and the parent found guilty.

### The defences are summarised below:

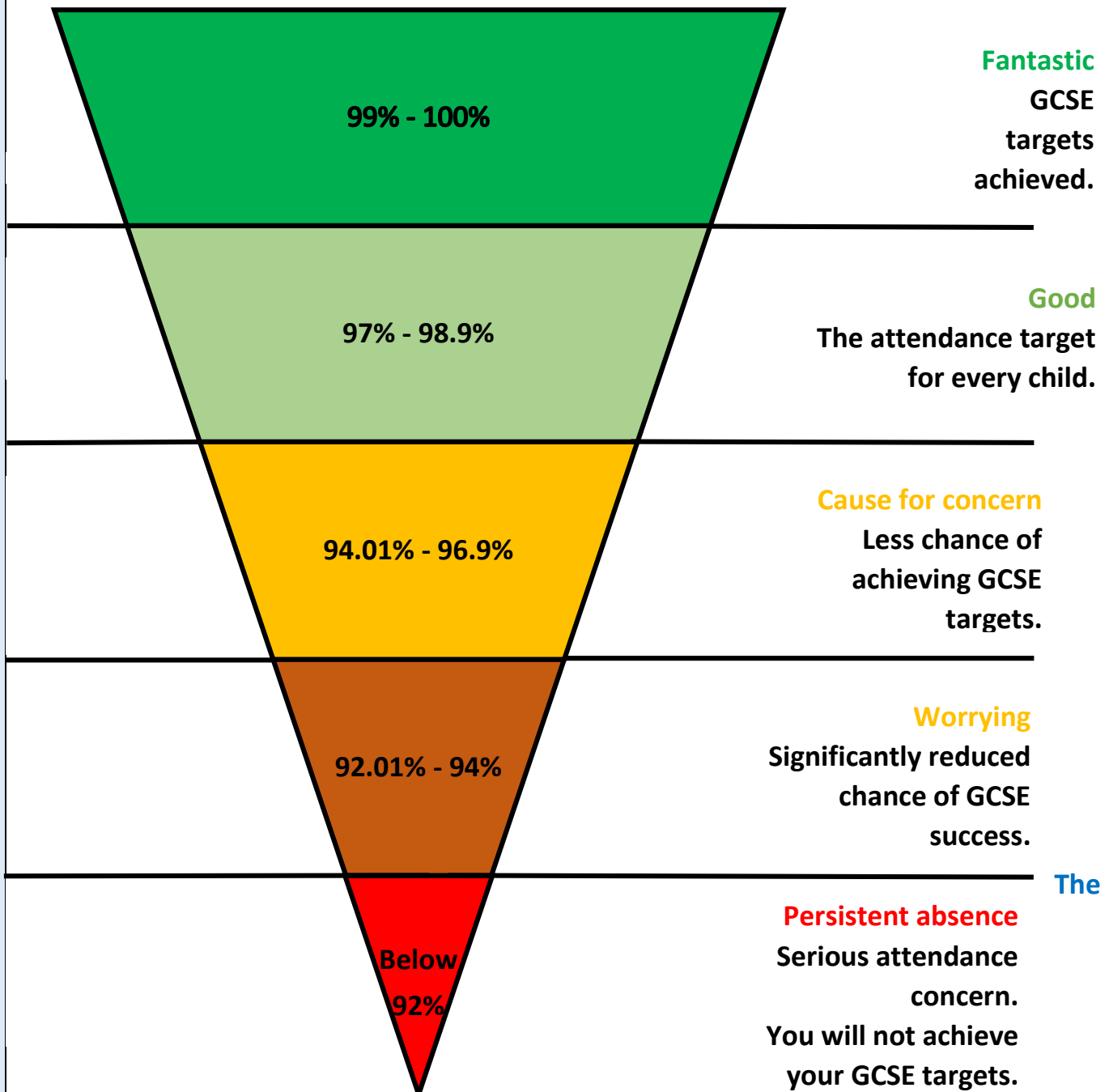
- *The parent proves the child did not attend because of sickness or unavoidable cause*
- *The child is absent with leave (permission given by the school)*
- *The child is absent on a day exclusively set apart for religious observance by the religious body to which his parent belongs*
- *The local education authority has failed to make suitable travel arrangements (where it is obliged to do so) to facilitate the child's attendance*
- *The child is of no fixed abode and the parent proves his trade or business requires him to travel from place to place*

The Local Authority will not take legal proceedings if it believes a legitimate defence exists.

If you continue to fail in your responsibility you may:

- Receive a Penalty Notice. This is a fine of £120 to be paid within 28 days, which is reduced to £60 if paid with 21 days of the notice being served. The fine can be issued for truancy, holidays in term time or poor attendance/punctuality. Failure to pay a penalty notice may result in prosecution.
- Be prosecuted in the Magistrates Court. This could result in a fine of up to £2,500 per responsible adult or up to 3 months imprisonment.

## Attendance Triangle



above chart clearly illustrates the impact poor attendance has on your child's academic progress and GCSE success.

### Attendance Contacts:

Education Welfare Service: 01270 375 281

Student Welfare Officer – Year 7: Mrs H Booth – 01625 871811 ext 291

email – [hb@pchs.cheshire.sch.uk](mailto:hb@pchs.cheshire.sch.uk)

Student Welfare Officer – Years 8 & 9: Mrs J Horobin – 01625 871811 ext 242

email – [jho@pchs.cheshire.sch.uk](mailto:jho@pchs.cheshire.sch.uk)

Student Welfare Officer – Years 10 & 11: Mrs A Handby – 01625 871811 ext 210

email – [aha@pchs.cheshire.sch.uk](mailto:aha@pchs.cheshire.sch.uk)

Emotional Health & Well Being Coordinator – Mrs S Warburton – 01625 871811 ext 409

email – [swa@pchs.cheshire.sch.uk](mailto:swa@pchs.cheshire.sch.uk)

## Term Dates – 2017-18

<b>Autumn Term 2017</b>		
<b>INSET 1 &amp; 2</b>	<b>Friday 1<sup>st</sup> September 2017</b>	<b>(Closed for students)</b>
	<b>Monday 4<sup>th</sup> September 2017</b>	<b>(Closed for students)</b>
Open	Tuesdays 5 <sup>th</sup> September 2017	<b>(Year 7 &amp; Year 10)</b>
	Wednesday 6 <sup>th</sup> September 2017	<b>(All Years)</b>
Close	Friday 20 <sup>th</sup> October 2017 (Half term)	
Open	Monday 30 <sup>th</sup> October 2017	
Close – End of term	Friday 22 <sup>nd</sup> December 2017	
<b>Spring Term 2018</b>		
Open	Monday 8 <sup>th</sup> January 2018	
Close	Friday 16 <sup>th</sup> February 2018	
Open	Monday 26 <sup>th</sup> February 2018	
Close – End of term	Thursday 29 <sup>th</sup> March 2018	
<b>Summer Term 2018</b>		
<b>INSET 3</b>	<b>Monday 16<sup>th</sup> April 2018</b>	<b>(Closed for students)</b>
Open	Tuesday 17 <sup>th</sup> April 2018	
<b>`May Day`</b>	<b>Monday 7<sup>th</sup> May 2018</b>	<b>(School closed)</b>
Close	Friday 25 <sup>th</sup> May 2018	
Open	Monday 4 <sup>th</sup> June 2018	
End of term	Friday 20 <sup>th</sup> July 2018	
<b>INSET 4 &amp; 5</b>	<b>Monday 23<sup>rd</sup> &amp; Tuesday 24<sup>th</sup> July 2018</b>	<b>(Closed for students)</b>

**Procedure for advising absence is as follows:**

**Where a student is unable to attend school due to illness or other sudden reason, parents should telephone the school, between 8.00am and 8.45am on the first day of absence, giving an indication of the anticipated length of absence.**

If the absence extends beyond this time a second call should be made. The parents of students who are absent and for whom we have not received an explanation will be contacted to confirm the reason for the absence within 24 hours.

We ask for parental support in ensuring that family holidays **are not** taken during term time. The link between educational attainment and school attendance is well proven and we do want to instil in our young people the message that full attendance at school is extremely important for their future educational success.

Requests for any leave of absence should be made on the form appended below.

**POYTNON HIGH SCHOOL AND PERFORMING ARTS COLLEGE**  
**REQUEST FOR LEAVE OF ABSENCE IN TERM TIME**

**This form should be completed and signed by the parent or person having charge of the student. It should be returned to the Deputy Head Teacher, Student Standards and Progress, BEFORE the commencement of the period of absence and BEFORE making any bookings regarding the absence.**

**The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head Teacher and the Governing Body will determine what the exceptional circumstances are.**

**PLEASE NOTE:**

- In line with DFE policy, the school's position is that leave of absence in term time will only be authorised in exceptional circumstances such as attendance at family weddings (immediate family), funerals, educational examinations or participation in religious observance and only then if attendance is over 90%. Availability of cheap holidays and overlap with the beginning or end of a term will not be accepted as exceptional circumstances.
- If school external examinations are missed, students will not be able to take them at a later date. Please note that the full cost of the exams missed will be invoiced to the parents/guardians.
- Sixth Form students who receive the 16-19 Bursary will lose part of their payment for the period when holiday is taken.
- Students are responsible for making sure they complete work missed through absence.
- Parents should be aware that periods of unauthorised absence may lead to a fixed penalty notice being issued by the Education Welfare Service.

All holidays and exam dates have been circulated via the school newsletter, and are available on the school website [www.phs.cheshire.sch.uk](http://www.phs.cheshire.sch.uk).

To: Miss C Holyland, Deputy Head Teacher

I request leave of absence for .....Form .....  
(Please print name of student)

From : .....day ..... date .....month

To : .....day ..... date .....month

Number of days' absence ..... (Please give first & last days of absence)

The exceptional circumstances for this request are .....

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Signed ..... (Parent/Guardian) Date .....

It is important to have read and understood the school's policy on attendance.

**TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.**

<b>Penalties for unauthorised absence</b>		
<b>Timeline</b>	<b>£60 per parent</b>	<b>Two children</b>
Paid within 21 days	£120 per parent	£60 per child= £120 per parent
After 21 days and before 28 days	The parents will receive a summons to appear before the Magistrates` Court on the grounds the parents have failed to secure their child`s regular attendance.	£120 per child = £240 per parent
After 28 days	£60 per parent	The parents will receive a summons to appear before the Magistrates` Court on the grounds the parents have failed to secure their child`s regular attendance.

**For completion by School:-**

Authorised

Unauthorised

**Reason leave of absence has been declined**

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If you take your child out of school, this will appear as an unauthorised absence on their school record. However, the school will note the absence has been explained by a parent and it will not be recorded as a truancy from school.

**Signed** ..... **Date:** .....

**Miss C Holyland, Deputy Head Teacher**



