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*Full school Attendance Policy and other Attendance information can be found on our website*



# Attend to Achieve

## Essential information for Parents



## Attend to Achieve

At Up Holland High School we are committed to providing the highest quality education possible for all our students.

Up Holland High School is a good school and promotes strong partnerships with parents in encouraging 100% attendance and punctuality for all students. We aim for an environment which enables and encourages all members of staff, students and families to be 'Dedicated to Excellence'.

Education is the foundation for future academic success. If students are absent from school, they miss out on fundamental skills that will set them up for success in later years. Attending school every day and arriving on time is the single most important part of your child's education. Missing out on education has a significant effect on students' life opportunities. All research shows that students who attend well, are more likely to achieve. Each hour in school is a valuable learning experience that cannot be recovered. Therefore, everyone associated with the school—students, parents, all teaching, support staff and external agencies must do all in their power to ensure that excellent attendance and punctuality remain an integral part of the schools' work.

Children should be at the school, on time, every day that the school is open unless the reason for the absence is unavoidable. Missing out on lessons leaves children vulnerable to falling behind.

### **Our overall school attendance target is currently 96%**

We are striving for your child to have an attendance of 96% or higher so that they can achieve their true potential in school, ensure they leave with the results they deserve in Year 11 and have as many choices open to them in an ever competitive world.

If you do not provide a reason or we consider the reason for the absence to be unacceptable e.g. shopping, birthdays or incorrect uniform, it will be unauthorised. We prefer it if Penalty Notices are rarely issued as we aim to work with parents to support students in maximising their attendance. All students are expected to maintain 100% attendance throughout the school year.

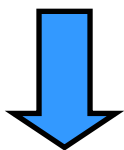
As a school we want to work with you to improve your child's attendance so that they are succeeding in school. Every child matters and we want to help everyone to succeed by supporting excellent attendance. If they aren't in school then they are missing valuable work. Attendance every day is crucial.

If you have any queries or concerns at any time, please contact school on 01695 625191 and ask for a member of the Attendance Team or relevant Senior Personal Development Manager.

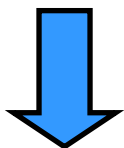
Ms R Bond	Director of Standards:
Mrs L Lowery	Attendance Manager
Miss R Baldwin	Attendance Administrator
Mrs S Moncrieff	Attendance Welfare Officer
Mrs R Carty	Year 7 Senior Personal Development Manager
Mrs M Davidson	Year 8 Senior Personal Development Manager
Mr J Whittle	Year 9 Senior Personal Development Manager
Mr D Wise	Year 10 Senior Personal Development Manager
Mr D Hurst	Year 11 Senior Personal Development Manager
Mr S Priestley	Lead for Behaviour and Attitudes
Mr J Callaghan	Deputy Leader for Behaviour and Attitudes

## What To Do If Your Child Is Absent

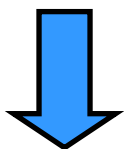
If your child is unwell or has a medical appointment (appointment card or official letter must be provided), ring the school office before 8.30am on 01695 625191.



Choose option 1—reporting a student absence.



Please leave the name of child and relationship to the child i.e. Mother and the reason for absence.



You need to confirm your child's absence in writing or via Parent Portal (Synergy) when they return. If your child's attendance by school has been a concern and you have been requested to provide medical evidence, this must also be provided when your child returns to school to avoid any absences being recorded as unauthorised.

**You must contact school on every day of absence unless advised otherwise by one of the attendance team.**

## The School Day

<b>REGISTRATION</b>	08.45—09.10
Period 1	09.10—10.10
Period 2	10.10—11.10
<b>BREAK</b>	11.10—11.30
Period 3	11.30—12.30
Period 4	12.30—13.30
<b>LUNCH</b>	13.30—14.05
Period 5	14.10—15.10

## Dates of Terms 2022 - 2023

### Autumn Term 2022

Thursday & Friday 1st & 2nd September 2022  
Monday 5th September 2022  
Friday 30th September 2022

INSET day (School closed for students)  
Term starts for **all** students  
INSET day (School closed for students)

Monday 24th October - Friday 28th October 2022  
Monday 28 November 2022  
Friday 16 December 2022

Half Term holiday  
INSET day (School closed for students)  
School closes for Christmas holidays

### Spring Term 2023

Tuesday 3 January 2023  
Wednesday 4 January 2023  
Monday 13 February – Friday 17 February 2023  
Friday 31 March 2023

INSET day (School closed for students)  
School re-opens for students  
Half Term holiday  
School closes for Easter holidays

### Summer Term 2023

Monday 17 April 2023  
Monday 1 May 2023  
Monday 29 May – Friday 2 June 2023  
Friday 21 July 2023

School re-opens for students  
Bank Holiday  
Half Term holiday  
School closes for summer holidays

## How Can You Help

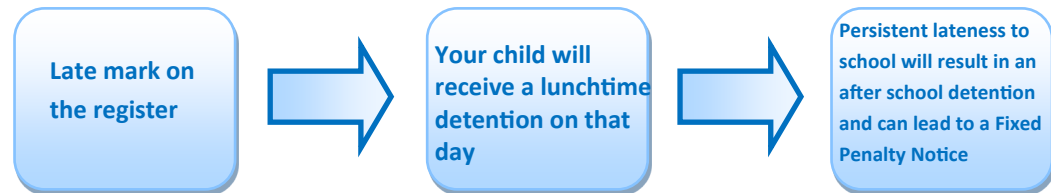


- Help your child to get organised.
- Encourage a healthy sleep routine (aim for 8 hours). A good night's sleep will make it easier to be punctual, to enjoy and take part in the following day at school.
- Encourage them to prepare for school the night before, getting their school bag and uniform ready. Know routines of the school day to avoid issues e.g. have they got their PE kit, cooking ingredients.
- Make sure your child eats breakfast. This helps with concentration.
- Help with Homework routine. Find them somewhere quiet to work. Make sure they meet homework deadlines.
- Try to make medical and dental appointments after school or in the holidays. Appointments will affect your child's attendance. **When this is not possible evidence of the appointment must be provided to avoid unauthorised absences.**
- Talk regularly with your child about school and how they feel.
- When we approach winter your child may catch various common illnesses for this time of year. Your child may wake up in the morning feeling that they can't attend school and ask you for the day off. Please still encourage them to attend as they are likely to feel better as the day goes on. It is important that they don't stay off unless it is absolutely necessary. Even 3% of the year off will have a negative impact on progress and success.
- If your child needs support then please let us know by calling school reception and the relevant Senior Personal Development Manager will be informed. We will support your child in being in school and if appropriate, we can make suitable adaptations to their day. We understand some children will become ill over winter but more often than not, taking the day off school isn't necessary as we can support them in school.
- Take any vacations in school holidays, not during term time.
- If your child seems unwilling to attend, contact the school as soon as possible: DO NOT let your child stay at home as this could set a precedent for the future.

## Being On Time For School

All students need to be on the school premises for  
**8:40am**

### LATE FOR SCHOOL???



Poor punctuality is not acceptable. Late arriving students disrupt lessons. The school day starts at 8.45am and we expect all students to be moving to their classroom at that time. Students not in school by 8.45am will receive a late mark. At 9.45am the registers are closed. In accordance with the Regulations, attendance after registration has closed will be registered in school, but will receive an unauthorised absence mark.

### LESSON PUNCTUALITY

It is important that your child is on time for lessons, we allow 3 minutes for students to move to their next lesson.

### LUNCHTIME PASS

We do not issue lunchtime passes, all students are to remain in school at lunchtime.

## Every Day Matters

- As a parent/carer, you have a legal responsibility to make sure that your child gets a full time education between the ages of 5 and 16.
- There are 39 statutory school weeks in one year. This means that there are 13 weeks during which time holidays should be taken.
- An absence of two weeks during school time means your child misses 50 lessons. If your child is in Year 10 or 11 this could mean the difference between pass and fail at GCSE.
- If your child does not attend regularly or is persistently late, our Attendance or Pastoral Team may contact you to discuss the problem further.
- There is a clear link between attainment and attendance of students.

### Some unacceptable reasons for absence:

- Shopping
- Birthday treats and trips
- Looking after a sibling at home
- Non-urgent medical/dental appointments
- 

### Attendance Indicators

- 100% = excellent attendance
- 97% = good attendance
- 96% = satisfactory attendance
- 93-95.9% = cause for concern
- 91-92.9% = unsatisfactory
- Below 91% = serious cause for concern

Each year a significant number of students in every year group achieve 100% attendance which demonstrates that this is an achievable target. A number of children have achieved this level of attendance in successive years.

## Attendance Did You Know



- School attendance and punctuality for all 5 years is quoted on College and Job Application Forms.
- As a parent/carer you are legally responsible for making sure your child attends school regularly unless you are home-educating. Recorded unauthorised absences show that parents are in breach of this law. Local Authorities have the power to serve parents with a Fixed Penalty Notice if a child has ten or more unauthorized absent sessions (i.e. 5 days) in one term.
- You can be fined between £60 and £2500 for your child not attending school.
- If you take your child on a 2 week unauthorised holiday in term time, their attendance for the year immediately drops by 5% and they will have missed 50 lessons.
- Research shows that younger brothers and sisters may also miss school following an older child's example.
- Poor attendance can sometimes be due to your child being unhappy at school. Ask them about it! Contact school if your child has a problem. We will be able to help them.
- Please be aware that attendance is closely monitored and poor attendance will mean your child may not be able to attend rewards trips and other events within the school academic year. This will be judged on an individual basis but any unauthorised absences will be a serious concern.

### What is a Fixed Penalty Notice?

- Reducing absence from school is a key priority, both nationally and locally. Missing school limits a child's access to learning and long term, will adversely affect their attainment levels. Under existing legislation, parents/carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised (those for which school cannot or has not given permission). Depending on circumstances, such cases may result in prosecution under Section 444 of the Education Act 1996.

A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, whilst still seeking to secure an improvement in a students attendance.

### Over an Academic Year

- 97% attendance is no more than 5 days absence.
- 95% attendance is no more than 9 days absence.
- 90% attendance is no more than 19 days absence.
- 90% attendance is the equivalent of missing 1/2 day every week.
- 1 school year at 90% attendance = 4 weeks = 100 lessons missed.
- Up Holland High School do use legal intervention to tackle poor attendance and we do carry out home visits when we have concerns.

## Attendance Facts

Missing 17 days in one year can mean dropping a full grade at GCSE

90% and below is regarded as persistent absence.

If you have 5 days of unauthorised absence in a term, school has the right to apply for a Fixed Penalty Notice to be issued

Only 10% of persistent absentees achieve 5A\* - C passes at GCSE!

If your child's attendance is 95% or above then there is a 75% chance they will achieve 5A\* - C passes at GCSE!

Being 10 minutes late for class every day is the equivalent to missing 6 days of school over the year.

## Absence Other Than Illness/Medical

In line with the national changes in 2013, which removed the authority from a Headteacher to authorise leave during term time.

All requests for leave of absence will be considered on an individual basis, without bias, on receipt of a leave of absence request form which can be collected from the main school office. This must be submitted to us at least 10 school days prior to the intended absence.

It is important that you understand that leave in term time will **not** be agreed at any time unless circumstances surrounding the request can be evidenced at the time of application by parents, to be exceptional. DfE guidance says the fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. We strongly urge parents to avoid booking holidays during term time. If unauthorised leave is taken, a request will be made for a Penalty Notice to be issued.

A Fixed Penalty Notice will be requested for any adult with responsibility/influence on the child's attendance at school. Fixed Penalty Notices are £60 if paid within 21 days otherwise rising to £120 if paid after the 21 days but within 28 days. Parents can be prosecuted if payment is not received within 28 days.

If we have reason to believe that your child is on holiday during term time, you will be asked to provide evidence of illness to prevent a Fixed Penalty being issued by the Local Authority.

For further information please contact the Attendance Office.

**HOLIDAYS IN SCHOOL TIME MAY BE LESS EXPENSIVE  
BUT YOUR CHILD'S EDUCATION IS PRICELESS**