



St. Katherine's School

# **Attendance expectations**

## **Parents/Carers**

*Learning together, succeeding together, inspiring excellence*



**Contents**

<b>Attendance expectations</b>	<b>2</b>
<b>Attendance levels</b>	<b>2</b>
<b>Supporting your child to attend regularly</b>	<b>3</b>
<b>Authorised or unauthorised?</b>	<b>4</b>
<b>Guidance regarding medical conditions</b>	<b>5</b>
<b>Medical conditions/appointments</b>	<b>5</b>
<b>Guidance regarding term time holidays</b>	<b>6</b>



## Attendance expectations

We have revised our procedures and will be working with parents and carers to improve attendance and punctuality. This is because research has shown regular attendance and good punctuality are crucial factors in pupils achieving their full potential. St. Katherine's is committed to providing a full and efficient education to all, and encouraging our children to strive for excellence. Therefore, for a pupil to reach their full educational achievement, a high level of attendance is essential.

We wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends school every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to improving attendance levels at St. Katherine's.

The target attendance figure for all pupils is a **minimum of 97%** attendance. Based on current attendance figures your child will be placed in one of the following groups below. Your child will be informed of their attendance level each week by their tutor and through House/Year assemblies. We formally recognise attendance achievement termly in our Year/House Celebration of Achievement events. Information on your child's attendance is available on Class Charts.

### St. Katherine's Attendance levels

Attendance	Colour	Impact on progress
97-100%	Green	No risk
95-96.9%	Yellow	<b>Risk of underachievement</b>
93-94.9%	Amber	<b>Serious risk of underachievement</b>
90-92.9%	Pink	<b>Severe risk of underachievement</b>
0-89.9%	Red	<b>Extreme risk - Legal action</b>

### The impact of absence from school

Attendance %	Weeks missed	Days missed
100%	0 days	0 days
99%	1 day	1 day
98%	3 days	3 days
97%	1 week	5 days
96%	1.5 weeks	7.5 days

ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE  
FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY



94%	2 weeks	10 days
93%	2.5 weeks	12.5 days
92%	3 weeks	15 days
90%	3.5 weeks	17.5 days

### Support your child to attend regularly

Regular attendance is not just a legal requirement, it is vital in facilitating pupils to maximise their learning and achieve to their full potential here at St. Katherine's. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

- Ensure your child attends every day, on time, equipped and ready to learn. School begins at 8.40am and we expect all pupils to be on site from this time.
- Ensure the school has up to date addresses and telephone numbers. We would like to have THREE contact numbers for each pupil in the school that we can always contact you as quickly as possible, particularly in the event of illness. We will contact you by telephone if your child is absent and you have not contacted the school. This ensures that truancy is quickly identified
- If your child is ill, contact the school and provide an explanatory note in the planner on their return to school. Please make sure you telephone the school every day your child is absent with the exact reason for absence so that we can decide if this is authorised or unauthorised absence.
- **If your child cannot attend school due to illness or for any other reason, please contact us by 7:30am on the day your child is absent using the Attendance Line: 01275 376882. Alternatively you can call the school on 01275 373737 and select the attendance option**
- If you wish to check that your child has arrived at school please contact us. We will inform you if your child has been registered.
- If no contact is received regarding the absence, it is recorded as **unauthorised**. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has an irregular attendance record.
- Ensure that medical appointments are made outside of school time (see page 5)
- Avoid trivial absence such as 'buying new shoes'. This would not be accepted as a reasonable absence.
- Holidays should not be taken in term time. Holidays will not be authorised during term time unless there are 'exceptional circumstances' (see page 7)
- Respond to school letters or telephone calls regarding attendance and punctuality.
- Contact your child's tutor/Head of House/Year if you are experiencing difficulty in getting your child into school.

If we have concerns due to low attendance or a lack of reasons / medical evidence for absence, we may contact you to discuss this or invite you in for a meeting. As a school we are here to support you. We understand the difficulties some parents / carers can face and wish to work with you. Please share any concerns you may have with us and we will do our best to help



## Authorised or Unauthorised?

Absence can either be authorised or unauthorised. If it is authorised then the school has given permission for the absence. If absence is unauthorised then we have not given permission for this time off school.

Some examples of absences which are likely to be unauthorised:

- Sickness of a parent / carer / other family member
- Problems with transport
- Non-urgent medical treatment
- Family holiday days off for birthdays
- Shopping trips

If you are unsure whether to keep your child off school for any reason please let us know.

## Guidance regarding illness

When your child is unwell, it can be hard deciding whether to keep them off school. Whether you send your child to school will depend on how severe you think the illness is. The guidance in this letter can help you to make that judgment.

Frequent absence is a serious problem for pupils as often much of the work they miss is not made up, leaving these students at a significant disadvantage for the remainder of their school career. There is a clear link between irregular school attendance and low levels of achievement.

When deciding whether or not your child is too unwell to attend school, ask yourself the following questions:

- Is my child well enough to do the activities of the school day?
- Does my child have a condition that could be passed on to other children or school staff?
- Would I take a day off if I had this condition?

Think carefully before keeping your child away from school for medical reasons. If they wake up saying they are unwell, consider whether the symptoms they have mean they need to stay at home. Do not keep your child away from school 'just in case' when they could be in class learning with their friends.

Many common conditions can be treated with paracetamol before your child goes to school. The Student Support Office can also administer paracetamol during the school day. We will always telephone you to ask for your permission before giving your child any medication. If your child becomes unwell at school or their symptoms deteriorate we will always telephone you.



If your child requires a medical appointment, these should be made outside school hours wherever possible. However, if your child has an appointment during school time you should share the appointment card or letter with the Student Support Office so that your child's absence can be authorised.

### Guidance regarding specific medical conditions

There is no reason for your child to be absent from school for minor ailments such as:

- **Athlete's Foot**
- **Cold Sores**
- **Conjunctivitis** - Children can go to school but should be reminded to wash their hands to prevent spread.
- **Head Lice** - Children can attend school after shampoo treatment
- **Period Pains**
- **Ringworm**
- **Slapped Cheek**
- **Sore Throat**
- **Warts and Verrucae**

We advise that you should seek treatment for the above ailments.

### Guidance regarding medical conditions

- **Chicken pox.** Children can return to school once the spots have scabbed over.
- **Cough and cold.** Children can be sent to school if they do not have a high temperature.
- **Diarrhoea and vomiting.** Children may return to school 48 hours after the last episode of diarrhoea or vomiting (if viral).
- **Headache, earache or stomach ache.** Children can go to school, just let the staff know that they feel unwell.
- **Tonsillitis.** Children can attend school.

If you are unsure whether to send your child to school then please contact Julia Morris, Attendance Support Coordinator.

### Medical appointments

Pupils must provide evidence and seek permission, in advance, to leave school for medical appointments during the day:

- Absence for medical appointments will be authorised for up to half a day
- Pupils must be at school before/after the appointment time
- Pupils MUST sign OUT at Student Support with supporting evidence e.g. an appointment letter. This will be copied and returned to the pupil
- Parents need to write in the student planner details and time they need to leave

ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE  
FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY



- Pupils returning from an appointment MUST sign back IN at Student Support
- Routine dental appointments must be outside of school hours

Medical appointments should be kept to a minimum and routine check-ups should be arranged during the holiday periods. However, we are able to authorise absence for medical treatment and orthodontic treatment when supported by a hospital or surgery appointment letter. It is in your child's best interest to minimise the time taken out of school and providing your child is at both AM and PM registration this will not affect their overall attendance percentage.

For further guidance please visit [www.nhs.uk](http://www.nhs.uk)

### **Guidance regarding term time holidays**

Since September 2013 all schools have only been able to grant a leave of absence during term time in exceptional circumstances.

Some of these circumstance may include:

- Death of a parent / carer or sibling of the pupil
- Critical illness of a parent / carer or sibling of the pupil
- Leave for armed forces personnel who are prevented by operational duties to take leave at any other time
- Parent / carer recuperation and convalescence from critical illness or surgery

Please fill out a leave of absence request form from the office. Each request will be assessed on a case by case basis and granted at the head teacher's discretion.

There are 190 school days in a year, this leaves 175 days free to take holiday, visit family and attend non-urgent medical appointments. Please consider whether your request for leave is exceptional.

If your request is not granted and you choose to take your child out of school, this may lead to a fine being issued. A Penalty Notice is £60 per child, per parent. This means that if two parents take their two children on holiday in term time, a fine of £240 could be issued.

If you have any questions or concerns about attendance, please contact the Attendance Support Coordinator, Julia Morris, [morrisj@skdrive.org](mailto:morrisj@skdrive.org)



# Attendance Diamond



St. Katherine's School



Attendance Groups	
Green	Excellent
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action

ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE  
FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY