

Appendix 4 - Attendance Policy Summary: Policy on a page

Our whole school target: 96%

Your individual student target: Full attendance

What does that % look like?		
100%	No absences 😊	Outstanding attendance > recognised weekly & termly
96%	Less than 1.5 days absent each half term 8 days (One and a half weeks) a year (40 lesson hours)	Recognised as very good attendance weekly & termly
Less than 96%	More than 1.5 days absent each half term 8 days (One and a half weeks) a year (40 lesson hours)	School will seek to provide support via a Form Tutor
Less than 93%	More than 2 days absent each half term 13 days (over 2 weeks) a year (65 lesson hours)	Attendance Team Monitoring closely, contact home via email/Stage 1 letter
Less than 90%	More than 3 days absent each half term Over 19 days (nearly 4 weeks) a year (95+ hours)	Concern continuing, now classed as 'persistently absent', Attendance team contact home/Stage 2 letter
Less than 80%	More than 3.5 days absent each half term Over 38 days (5+ weeks) a year (190+ hours)	Escalated concern, Attendance team intervention, possible Attendance Panel Meeting

What will happen if I attend well?	<p>We will recognise your achievement: 😊</p> <ul style="list-style-type: none"> Weekly recognition > in form time Half termly recognition > different recognitions each half term Termly recognition > celebration, assemblies, rewards <i>We will also recognise your form group and year group attendance</i> <i>Every year we will also ask you and your parents/carers for your views about our attendance policy and our recognitions</i>
What will happen if my attendance drops?	<p>You will get support to help you improve:</p> <ul style="list-style-type: none"> Conversations with pastoral staff to listen to you, and to find out what school can do to help Staff contacting home to find out what your parents/carers say Agreeing a support plan with you/your parents/carers Monitoring your attendance progress Celebrating your improvements: 😊 If things haven't got better, seeing what else can be done, and inviting you and your parents to meet attendance staff in school and find out if there is further help or support from outside school needed > setting a new target for monitoring

Our Senior Attendance Champion: Mrs Warburton swarburton@helsbyhigh.org

Our Education Welfare and Attendance Lead: Mrs Nixon lnixon@helsbyhigh.org

Our Attendance email address (priority way of communicating): attendance@helsbyhigh.org

Our Attendance phone number: 01928 723551

Our students should arrive on site by: 0835

Our morning attendance register opens at: 0900 (and closes at 0930)

Our afternoon attendance register is taken at: 13.10

Our school day ends at: 1510

NOTES: Persistent absence classed as below 90%. All students are supported on an individual basis, but the core principle is to approach every case from a supportive angle. In persistent, prolonged and severe cases, school will liaise with the local authority for advice. In rare cases, once other options have been explored, schools and local authorities are expected to consider issuing Fixed Penalty Notices (FPNs) and Prosecution. In these cases, parents are always advised in writing beforehand. FPNs for holidays in term time may and can be processed when an absence of 5 or more days occurs.