

Appendix 4 - Attendance Policy Summary: Policy on a page

Our whole school target: 96%

Your individual student target: Full attendance

Attendance percentage	Typical absence per half term	Attendance category
100%	No absence	Excellent attendance to be congratulated
96% or above	Less than 1.5 days absence	Good attendance to be praised and encouraged
Below 96%	More than 1.5 days absence	Attendance requires monitoring
Below 93%	More than 2 days absent	Attendance is a cause for concern and intervention may be required
Below 90%	More than 3 days absent	Persistently Absent (PA) - Intervention required
50% and below	Significant absence from school	Severely Absent (SA) - Intensive support and intervention required

What will happen if I attend well?	We will recognise your achievement: 😊 - Weekly recognition > in form time through the 100% club - Fortnightly > 100% club draw - Monthly > Message to parents; attendance breakfast for the most improved attenders for the previous month; best form attendance of the month – breakfast trays - Half termly recognition > assembly draws for the highest attenders and most improved attenders in each year group - Annual recognition > various competitions and rewards events
What will happen if my attendance drops?	You will get support to help you improve: - 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: Mr I Duffell iduffell@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)

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. Our whole attendance policy can be found on our website: [Policies & Procedures - Helsby High School](#)