



Dear Parent/Carer

## **RE: The Importance of School Attendance**

### **Attendance**

We would like to remind you about the importance of good attendance and punctuality, which as a school we take very seriously. Days off school soon add up and missing lessons makes it hard to catch up, resulting in students having to work harder when they come back and missing vital information that will prevent their progress. There are 175 non-school days a year for holidays, cultural experiences and family time. It may be useful for you to know what attendance figures mean for your child along with an understanding of the impact it can have student outcomes and earnings later in life as shown on the last page.

Above 98%	Excellent attendance Less than 4 days absence in a year
95%	Good attendance Less than 9 days absence in a year Barclay attendance target for all students is 96% and above
90%	Below average /low attendance 19 days absence over the year Students with attendance 90% or below are classified as persistently absent from school and parents of students with this level of attendance or below could be issued with a Penalty Notice
85%	Exceptionally low attendance 29 days absences in a year

For the school to be judged good by OFSTED attendance needs to be above 95% for the whole academic year.

### **Reporting an absence**

- All absences must be reported before 9.00am each day, using the school number 01438 232221.
- If you know your child is going to be absent please let us know in advance.
- Written notification, giving the details of all absences, must be given to the form tutor on your child's return to school. If your child has been absent due to a medical appointment, please attach the appointment card/hospital letter.
- Unexplained absences will be unauthorised by the school.
- Absences of 5 or more days must be supported by medical evidence. The aim is to prepare students for progression to Key Stage 4, further education or employment.



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Absence of 5 or more days without supporting medical evidence will not be authorised.

- Holidays during term time will not be authorised.
- Any form of unauthorised absence may be subject to a Penalty Notice from the Local Authority.

## **Examples of authorised absence**

- Hospital or Orthodontist appointment (evidence required).
- College/Employment interview (evidence required).
- Reported illness of less than 4 days (unless medical evidence has been requested).
- Illness of 5 or more days with medical evidence.
- Emergency doctor or dental appointments (evidence required). Routine appointments should be made outside school hours.

## **Examples of unauthorised absence**

- Leave of absence not approved by school.
- Absence not reported on the day or unsupported by written explanation upon return to school. Absence of 5 or more days without medical evidence.
- Arriving late after registers have closed.
- Truancy from school

## **Examples of medical evidence**

- Medical appointment card confirming attendance.
- Medical appointment letter.
- Copy of prescription showing name and date.
- Prescribed medication with pharmacist label showing name and date.
- Hospital discharge letter.

Please help your child to maintain good attendance by booking doctor, dentist, and optician appointments either in the school holidays, in the afternoon after school or at weekends.

Please provide the school with an appointment card/letter if your child needs to leave school for an appointment.

If your child feels unwell in school they must see a first aider, who will then contact you should your child need to go home.



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## Requests for absence during term time

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid. If you consider your request for absence to be an exceptional circumstance then please complete the Application for Authorised Leave Form which can be collected from school, or can be downloaded from our website.

Thank you for your support in ensuring excellent attendance and attainment at Barclay School.

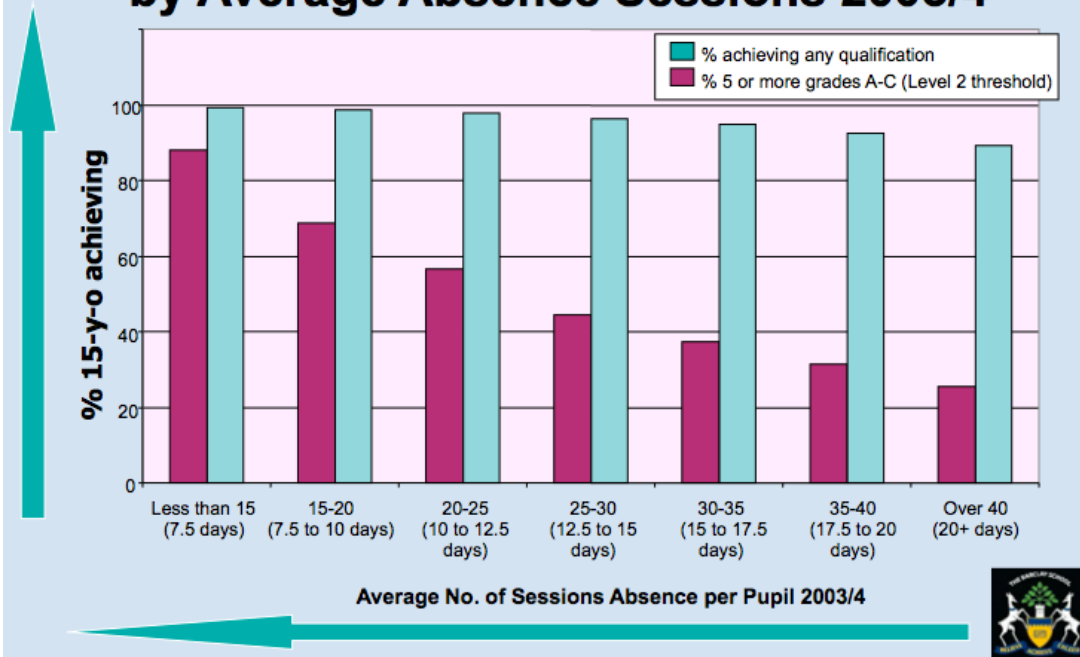
Yours Sincerely

Mark Allchorn  
Headteacher

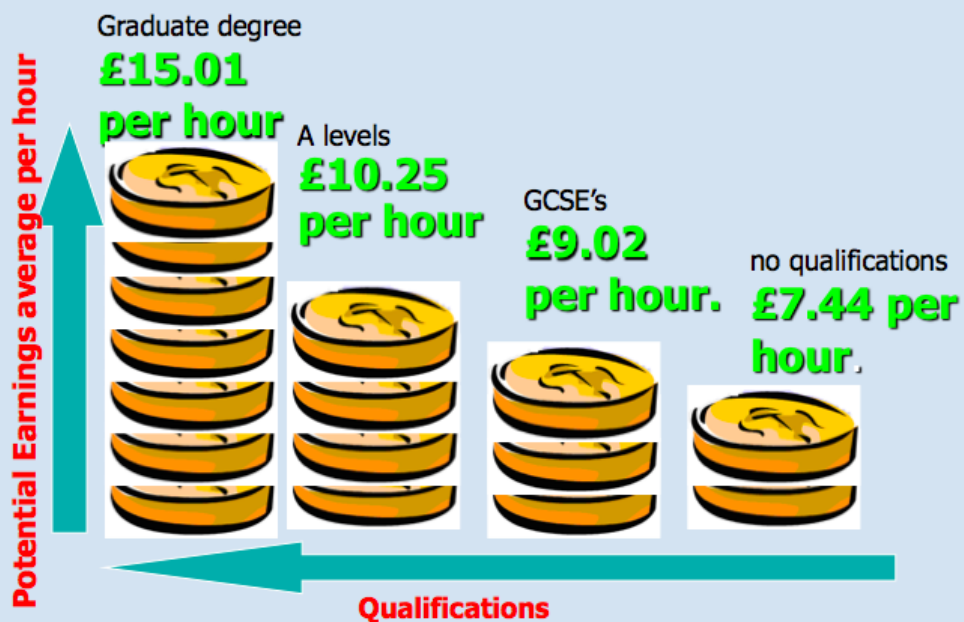
Natalie Benson  
Attendance Governor



## Secondary School Key Stage 4 Performance by Average Absence Sessions 2003/4



## Impact on Potential Earnings



What do you want for your child?