

## Attendance Update- February 2019

The following information is to help all students achieve a good or excellent attendance. Many students continue to achieve 100% - congratulations as this is a brilliant achievement! As a school and for individual students our aim is to continually improve our attendance as this positively impacts on learning and progress, both academically and socially.

If your child is ill you need to contact their Year Manager for **every day that they are off school**. If your child has a headache, cough, cold or stomach pain please give them some medication to help them through the day and if they become really unwell while at school we will contact you. For longer term absences we will require a letter from your GP or medical professional. If your child has a sickness bug where they are suffering many bouts of sickness then the 48 hour policy applies; once they are well and clear of sickness they can return to school. For any other sickness your child should return to school as soon as they feel better. Additionally, we require advance notification and medical notes for all hospital, dentist or other medical appointments. As far as possible, all appointments should be made after school. If your child's health improves during the day, and is well enough to attend, please do not hesitate in sending them back to school.

If your child needs medication in school please speak to their Year Manager who will offer advice and guidance with regards to your child on their needs. Painkillers and any other medication can be left with the Year Manager for your child to take as necessary. A letter from the parent will need to be written giving permission for the school to hand out the named medication at a certain time. This reduces the need for your child to be absent for minor illness, headaches and periods.

The Local Authority operates a system where any student will meet the criteria for legal intervention where they have 85% attendance or less. If your child's attendance drops to below 90% the school will monitor attendance levels. Your child will have an informal meeting to discuss their attendance which gives them the opportunity to advise the school about any concerns. You will receive a letter or telephone call advising of any interventions that the school needs to take.

If your child is late in the morning or for lessons during the day this will result in a detention. Arriving late not only affects your child but causes disruption for the whole class.

Super Learning Days are part of the school curriculum and aims to enhance your child's education. It is compulsory for your child to take part and attend on these days; it is not an opportunity to miss a day of education. The last week/day of each term is equally important as any other time; consequently it is imperative your child is in school.

Requests for leave of absence from school will be considered but other than exceptional circumstances you should expect this request NOT to be granted. The school has an expectation that family holidays are taken during the existing school holiday periods.

From 1st September 2017 parents may incur a fixed penalty fine where students have either

- 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time.
- 15% unauthorised absence over a period of 6 weeks for reasons other than unauthorised term time holiday.

Any pupil in Springwood High School who meets either criteria, will be referred to the Local Authority for action to be considered.

We want your child to feel happy and supported in school, we are on their side. Let us work together to ensure that your child gets the best out of their time in school in order to maximise their full potential.