

At Penn Hall School, we believe that good attendance is key when it comes to successful learning.

The government recommends that children are at school for at least 96% of the school year in order to limit any impact that absence might have on learning. We know that children and young people at Penn Hall School may have more absence from school because of their medical needs and regular appointments outside of school. The information on this page is to help parents and carers to understand our expectations around attendance and the procedures to follow if a child is going to be absent from school.

Attendance %	Days missed	Lessons missed
95%	10 (2 weeks)	50
90%	19 (4 weeks)	95
85%	30 (6 weeks)	150
80%	39 (8 weeks)	195

School absence falls into one of two categories; **Authorised**, those which school can give you permission for and **Unauthorised**, those which they will not. Only the Headteacher can decide if an absence should be authorised or unauthorised.

If your child is going to be absent from school, you must **notify us by phoning the school office by 9.15am** on the first day of absence and if the absence continues, **again on the third day**. Reasons for absence will not be accepted if passed to school via your child's transport passenger assistant or to the class teacher through Class Dojo. The Headteacher will decide whether or not to authorise the absence, depending upon the reason given.

Examples of absences which school will authorise include sickness, attendance at appointments (medical evidence may be required) and attendance at religious festivals

Examples of absences which school will not authorise include days off for birthdays, shopping trips or haircuts and absences where no reason is given.

We regularly monitor attendance as a school and identify where attendance is a cause for concern.

100% - 96%

Excellent attendance

is celebrated through half termly certificates. Improved attendance will also be celebrated.

95.9% - 93%

Attendance is beginning to cause concern

and where there is no underlying medical reason will be monitored by school and you may receive a letter outlining our concerns.

92.9%-90%

Serious concerns regarding attendance

will continue to be monitored and you may be invited into school to discuss how we can support you. A fixed penalty notice may be issued.

Below 90%

Pupil identified as being persistently absent

At this point the school will work alongside services for young people and the family to improve attendance. A fixed penalty notice may be issued.

Holidays (Leave of Absence)

It is school policy to only authorise term time absences in exceptional circumstances where the benefits of the leave of absence to the child's emotional, educational, cultural and/or spiritual development outweigh the learning lost through time away from school. A single two-week holiday in a school year results in a child missing over 50 lessons.

Any holidays or other absences during term time must be requested via a Leave of Absence form. These forms are available from the school office and must be completed and returned 14 days before the start date of the holiday. You will be notified of the school's decision promptly.

Useful phone numbers

School Office 01902 558355 Travel Unit 01902 55155

Lateness

Parents have a legal responsibility to ensure that their child arrives at school on time. As most of our pupils are transported to and from school by school transport, this means boarding the transport at the time allocated. If you bring your child into school late please report to the school office so that your child's arrival can be marked in the register and a lunch ordered if required. If you know your child is going to be late because of an appointment for instance, please let the office know so that necessary arrangements can be made. Wherever possible routine appointments (ie opticians , dentist) should be made outside of school hours.

We are here to help.

Please contact Sarah Wilkinson or Su Turner if you have any concerns at all about your child's attendance