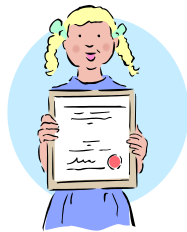


good attendance  
means:



Special  
mentions in  
assembly

Attendance  
certificates



Greater  
progress and better  
results

We hope that this leaflet has been useful in explaining our approach to improving school attendance.

A complete version of the School Attendance Policy is available from the school office or on line on our website.

If you have any queries about the contents of this leaflet, or if you are concerned about your child's attendance please contact school.

We want to see all the students of our school achieve their full potential, and regular attendance is vital in achieving this.

Thank you for your support in this area.

**Sir Tom Finney Community High  
School**

**Ribbleton Hall Drive  
Ribbleton  
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**Sir Tom Finney  
Community  
High**



**School  
Attendance**

**A brief  
guide**

# Improving School Attendance

At STFCH we expect children to attend school every day, as long as they are fit and healthy enough to do so.

We feel that the most important way to promote good attendance is to ensure that both students and parents have a positive relationship with school and that communication is vital



Research shows that children who attend school regularly are more likely to do well in their school work, now and in their future lives.

Regular attendance helps children to develop their confidence, self esteem and awareness and helps with friendships and relationships.



## What is 'good' attendance?

Anything less than 100% attendance means that your child is missing out on their education.

For example, 90% attendance is the same as missing half a day each week, or one whole month a year off school.

Punctuality is also very important. School starts at 8.55 am each morning.



Did you know, that being just 15 minutes late each morning means your child would miss the equivalent of 10 days from school each year.

## If your child is absent

If you know your child is going to be absent from school, you should:

- Where possible, ring school at the earliest opportunity to let them know.
- Send a note to school explaining the reason for the absence (in advance if possible—for example if your child has a doctors appointment)
- Let the escort know but follow up with a phone call

School will contact parents if they are in any doubt as to the whereabouts of a child.



## Leave in term time

Leave in term time is not a 'right'. Absence from school can have a serious impact on your child's education.

All requests for leave in term time **must be made in advance of confirming any arrangements** and may be granted at the Headteacher's discretion dependant on the circumstances.

Changes to the Regulations mean that schools can **only** authorise leave in term time if the circumstances surrounding the request are considered to be **exceptional**.



## The next step:

If the attendance of a pupil is low, the parents will be contacted and asked to meet with school staff to see how this can be improved. Support will be offered to both parents and pupils as required.

If concerns remain, school may have to consider referral to external agencies, such as the Local Authority Pupil Attendance Support Team.

The use of Penalty Notices may also be considered under certain circumstances, including where leave is taken without agreement.