



ATTENDANCE NEWSLETTER

AUTUMN 2024

Dear Parent/Carer

We are writing to all parents/carers to provide clear expectations for school attendance and outline the absence procedures.

At Higham Lane School we will always encourage pupils to strive for 100% attendance; however, we do understand that this is not always possible and have therefore set a school attendance target of 97% for the academic year 2024/25. There is a strong link between attendance and academic achievement and therefore it is very important that your child attends school every day unless there are exceptional circumstances.

Only with the full support of parents/carers can high attendance be achieved. Parents or carers are legally responsible for ensuring their children attend school regularly and to inform school of the reason for a child's absence on the first day of absence and to provide further information as is required.

ILLNESS AND FIRST DAY CALL

SCHOOL TERM DATES 2023-2024

Autumn Term

INSET Days: 2 September, 3 September, 25 October

Half Term: 28 October - 1 November

End of Term: 20 December

Spring Term

INSET Day: 6 January

Students return to school: 7 January

Half Term: 17 February - 21 February

End of Term: 11 April

Summer Term

INSET Day: 28 April

Students return to school: 29 April

Half Term: 26 May to 30 May

End of Term: 18 July

INSET Day: 21 July

If your child is unable to attend school, parent/carers must notify school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible, providing details of the reason for their child's absence and expected day of return to school. This can be done via Class Charts, emailing attendance@highamlaneschool.co.uk, or a phone call to school on 024 7638 8123 or 024 7675 7000. If your child has further days absence after the first day, parent/carers must continue to notify school on each day of absence.

IF YOUR CHILD FEELS UNWELL AT SCHOOL

If your child feels unwell at school we ask that, unless this is an emergency, they stay in lessons until either breaktime or lunchtime and then report to Student Services. **Students are not allowed to contact parents/carers directly from their own phone**, Student Services will contact parents. In most cases students are able to stay in school and feel better once they have had a drink, some food and where necessary a paracetamol. Therefore, to support us with this please ensure your child has breakfast or bring some food with them to school, they have a drinks bottle and if they suffer from ongoing issues they can bring their own paracetamol into school.

PUNCTUALITY MATTERS TOO!

Good punctuality to both lesson and to school leads to higher levels of achievement. When students arrive late at school, they miss out on essential teaching and learning at the beginning of the school day. This can reduce achievement, regardless of a student's academic ability. Your child may also feel awkward arriving to the classroom where everyone is settled and students arriving late can disrupt the entire class.

Being 10 minutes late every day equates to over 30 hours, (approximately 6 days) of learning lost each year.

Please ensure that your child arrives at school by 8:35am, ready for line up with their form tutor on the playground at 8:40am. The main school gate on Higham Lane will close at 8:40am and students arriving at 8.40am or after, need to report to Student Services via Brookdale Road entrance. Lateness will result in a breaktime detention unless the school are informed of a valid reason is provided by parent/carer. In the case of persistent lateness parent/carers will be notified and students punctuality will be monitored, if no improvement is made further sanctions will be issued. There are a number of temporary traffic lights that has increased the amount of traffic in the local area. If you are driving your child to school and traffic is heavy, please ensure you give extra time to avoid the additional traffic and consider dropping your child off at a safe point away from the school site and allow them to walk the rest of the journey to school.

If students are late, they need to enter the School through Student Services to sign in.

SCHOOL TIMINGS

Students are allowed onsite from 8:15am and should be no later than 8:35am.

Registration - 08:40am - 08:55am
Period 1 - 08:55am - 09:55am
Period 2 - 09:55am - 10:55am
Break - 10:55am - 11:15am
Period 3 - 11:15am - 12:15pm
Lunch - 12:15pm - 1.15pm
Period 4 - 13:15pm - 14:15pm
Period 5 - 14:15pm - 15:15pm
Detention- 15:15pm-16:00pm

IMPORTANCE OF GOOD ATTENDANCE

In 2023 the Children's Commissioner authorised a report to investigate the relationship between attendance and academic achievement.

The 'Missing Child, Missing Grades' Report (November 2023) found that poor attendance has a major impact on GCSE results:

- 78% of all children who were rarely absent (above 95%) in both years 10 and 11 passed at least 5 GCSEs including Eng and maths
- Only 36% of children who were persistently absent (below 90%) in both years 10 and 11 passed 5 GCSEs inc. Eng & maths
- Just 5% of children who were severely absent (below 50%) in both years passed 5 GCSEs including Eng & maths

For further details of the 'Missing Child, Missing Grades' Report please use the link below:

<https://www.childrenscommissioner.gov.uk/resource/missing-children-missing-grades/>

TYPES OF ABSENCE

Each absence is classed as authorised or unauthorised. Absences are coded as authorised where reasons are considered valid and unauthorised where no explanation or unacceptable reasons are given.

The following reasons are not acceptable:

- shopping visits or days out to theme parks or to attend concerts/shows
- care for family members
- parents' work commitments or business trips
- holidays taken in term time (including long weekends taken on Fridays and/or Mondays)

For guidance on whether or not to keep your child off school when they feel unwell please check the NHS guidance provided on the link below:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

EVERY SCHOOL DAY COUNTS

0 days off school

100%

Perfection

Equates to 2 days off school each year

99%

Excellent

Equates to 5 days off school each year

97%

Good

Equates to 10 days off school each year

95%

Slight Concern

Equates to 20 days off school each year

90%

Concerned

Equates to 30 days off school each year

85%

Very Concerned

97% - 100%
Good chance of success and progress

96-90%
Less chance of success. Harder to make progress

Under 90%
Detrimental to success and progress

EVERY MINUTE COUNTS

LATENESS = LOST LEARNING

(FIGURES BELOW ARE CALCULATED OVER A SCHOOL YEAR)

5 minutes late each day **3** days lost!

10 minutes late each day **6.5** days lost!

15 minutes late each day **10** days lost!

20 minutes late each day **13** days lost!

25 minutes late each day **19** days lost

BE AT THE
CLASSROOM
ON TIME AND
READY TO
LEARN!

