

We are delighted that the attendance at Holderness Academy has improved significantly over the last 18 months and we are now the highest attending Academy in The Consortium Academy Trust. Something we are very proud of. Attendance and punctuality are key themes for Holderness Academy. National data proves that every day counts and that a young person's progress and attainment at school is inextricably linked to attendance. In addition, punctuality is a core life skill and we wish to see every student start school each day in the right way.

As a result of the overwhelming evidence we have set ourselves ambitious targets for attendance and punctuality to ensure that every student is able to enjoy the high-quality experience we provide over the whole school day. Our aim is always to keep absences and late arrivals to a minimum to maximise progress and welfare and avoid disruption to learning that absence and last arrival can create.

The table below clearly shows how attendance has a huge impact on your child's achievement.

Attendance	Grade 9-5 (Good Pass) in English and Maths %	Grade 9-4 (Standard Pass) in English and Maths %	Average Progress 8 Score
100%	48%	75%	+0.40
95% to 99.99%	44%	66%	-0.07
90% to 94.99%	37%	56%	-0.24
80% to 89.99%	24%	48%	-0.56
Below 80%	17.5%	30%	-1.55

**Table above - Year 11 grades from our own students at South Holderness Technology College August 2018*

Attendance

At Holderness Academy, our target for the 2018-2019 school year is for every student to achieve 97% or better attendance. This is an ambitious target and well above the national and the Local Authority average. We greatly value the support of parents in achieving this target, indeed we cannot achieve this without your support.

You can monitor your child's weekly attendance by looking at the Attendance Tracker in their planner each week to see how they are getting on.

How do we support 'good' attendance in school?

- We monitor attendance closely and conduct regular checks of absences. If a student's attendance falls below 95% in any single term we will investigate further. In some cases, the absences can be explained through issues such as a serious medical condition, a surgical operation or a close family bereavement.
- In cases where attendance falls below 93%, we will invite the student's parents/carers to a Review Meeting where an Action Plan will be drawn up to support the student returning to a level of good attendance.

- In cases where attendance does not improve it may be necessary to call a School Attendance Panel Meeting, At the meeting, which is Chaired by a member of the Senior Leadership Team, the panel seeks to understand the reasons behind the frequent absence and discuss how attendance can be improved. In cases where there is a medical reason, the NHS School Nurse may request documentation or other evidence from a GP or hospital. A voluntary Action Plan is then drawn up to chart the way forward.
- Further absences are likely to result in penalties/fines/court proceedings being issued by the Local Authority under their statutory duty to ensure that students and parents maintain a 'good' level of attendance at school.
- We continue to take the view that unauthorised absences are unacceptable. We are required to inform the Local Authority of all such absences. In highly exceptional circumstances, an absence may be authorised at the discretion of the Headteacher.

So what does 90% attendance look like?

90 % in a test or an exam would be classed as a very good achievement. However, in the context of school attendance this is a serious cause for concern.

If a child was present for 90% of the time they would have been absent for:

- Half a day a week every week
- 1 day every two weeks
- 20 days off in every year
- Half a year off over five years.

Department for Education research clearly shows how for every 17 days of absence the child is likely to achieve half a GCSE grade below their potential.

Please remember - You are responsible for making sure your child regularly attends school. If you fail to do so you are committing an offence and the Local Authority (LA) may take legal action against you. This still applies even if your child is missing school without your knowledge or is late and receives an 'unauthorised mark' for lateness after the registers close at 8.50am in the morning and 1.10pm in the afternoon session

'Attend to Achieve - Attendance Matters'

Punctuality

Our motto at is '**On time, Every time**'. We encourage punctuality as a core life skill and believe it is essential to maximise student's learning and minimise disruption to other learners in the class.

We monitor punctuality closely. If a student is late for school an after school detention will be issued.

If a student is late more than 4 times in any term, we will invite the parents/carers to a School Attendance Panel. The Panel, which is chaired by a member of the Senior Leadership Team/Progress Leader or Pastoral Manager seeks to understand the reasons behind the frequent late arrival and

discusses ways of making improvements. In cases where there is a medical reason, the NHS School Nurse may request documentation or other evidence from a GP or hospital. The Panel will agree a voluntary Action Plan, which will be signed by the school and the parents/carers.

Absence Guide for Parents'

What should I do if my child cannot attend school?

Day 1 of absence – Inform the school before 8:30am of the reason for absence.

This should be done by contacting the appropriate Pastoral Manager. See below for names and Year groups.

- Year 7 Mrs Day
- Year 8 Mrs Oglesby
- Year 9 Mrs Edmondson
- Year 10 Miss Meek
- Year 11 Mrs Weidemann

By ringing the switchboard on 01482 899315 you can select the appropriate year group and leave a message on the answering machine as to the reason for absence.

If you don't contact us we will contact you as a parent to see why your child is not in school.

Day 2 and beyond – Update the school on your child's progress as above with any medical advice given especially if the condition worsens.

Day 5 onwards – Update school on your child's progress regularly. Medical evidence will be requested for five days of absence or more.

Medical appointments – if your child is absent due to a medical appointment, you will be required to provide an appointment card or letter from the practice. If you know in advance that your child will be absent, please let us know in advance.

Medical and dental appointments should be made outside of school hours wherever possible, and if no alternative, made first thing in the morning or late afternoon so the child can attend school after or before the appointment.

Parents are reminded that each day is split into two sessions and in a 5-day week there are a possible 10 sessions that will be registered and monitored. They are morning registration and period 4 registration in the afternoon.

Failure to give a valid reason for absence will result in the absence recorded as 'Unauthorised'.

When a child has 10 unauthorised absences (5 days' absence) in a 13-week period the Attendance Officer will issue a formal warning letter informing parents if their child has any further unauthorised absences in the next 15 school days then a referral will be made to the Education Welfare Service who will consider issuing a penalty notice on behalf of the Local Authority.

Any student whose attendance is below 90% is deemed to be a Persistent Absentee by the Government.

This significantly impacts their chances of academic success but can also lead to legal action being taken against the parents by the Local Authority and fines of up to £1000 issued.

Absence due to exceptional circumstances

The legislation regarding student attendance changed with effect from 1 September 2013. Legislation now states that '*children can only take holidays in term time in exceptional circumstances*'. The Headteacher is no longer in a position to authorise absences independently. The school will, on occasion, refer cases which it considers to be exceptional to the Local Authority, who will give guidance on the final decision to ensure consistency.

What do I do if I must apply for an absence in term time?

Please contact the Attendance Officer directly to discuss potential absence from school. She will give guidance and if necessary issue you with an Absence from School for Exceptional Circumstances Referral Form.

We advise that you do not plan for your child to be absent without speaking to the school first to obtain prior approval.

You can be fined for unauthorised term time holidays.

We always strive to cut down the number of absences caused by term time holidays. We have published an agreement with all East Riding of Yorkshire Schools and the East Riding of Yorkshire Council. This is known as the Term Time Holidays Policy, which can be viewed on our website or the Council website. All Headteachers must follow this when considering any requests from parents.

We appreciate that this is a lot of information but it is essential we are transparent with parents and students about our attendance policies. In summary, good attendance and punctuality are essential and we would like to see all students attend school daily to engage in the great opportunities they are provided with.

Yours faithfully,



Mr S Wilson
Headteacher