

Attendance at SHFGS – Years 7-13

We are striving to achieve 100% attendance and will work with students and parents to get as close to this target as possible.

This is a reminder about the School's policy on attendance, which is based on the DfE Guidelines. We carry out a full academic programme throughout the year and have an expectation that students will commit to full attendance. Low attendance severely hampers a student's progress. **To illustrate this in real terms, an attendance rate of 90% over 5 years is equivalent to half of a school year missed.** The final paragraph of this document requests your full cooperation in encouraging your child to adhere to our attendance policy.

SHFGS Attendance Thresholds	
96-100%	Expected
92-96%	Cause for concern
Below 92%	Serious cause for concern

100% attendance will be rewarded with Achievement Points, celebration assemblies and letters home.

Expected attendance

Years 7-11 0840-1530 daily

Years 12-13 0840-1530 daily unless home study privileges have been applied

Pupil Absence

Please notify the Attendance Officer of an absence in the following ways:

- By telephone 01296 424781
- By email absence@sirhenryfloyd.co.uk

Illness

If your child is unwell and unable to attend school, please advise the School Attendance Officer by **8.40am** on the first day of your child's absence, and **every day thereafter**, stating your child's name, their form, the reason for their absence (please give details) and an expected date of return. This information will be recorded in the register.

Should a student be absent without contact from parents, this will be treated as a matter of concern for the child's welfare. Contact will be attempted by the school and external agencies will be involved where necessary.

Medical/Dental Appointments and Music Exams

If your child has a medical/dental appointment or music/dance exam which cannot be arranged outside of school hours, please inform the Attendance Officer by telephone or email as far in advance as is possible. Your child must then sign out stating the reason in reception and be dismissed by the reception staff.

Please note that if your child is absent for AM registration or Period 5 (PM registration) their attendance percentage will be affected. If your child has an

unavoidable medical appointment during the school day, we would appreciate your support in arranging this, where possible, at lunchtime (1.35pm-2.30pm) or after 3.30pm, to minimise the effect on their schooling. A student attending an urgent medical appointment during the school day is expected to attend school for a significant part of the school day.

Leave of Absence

In exceptional circumstances, requests for a Leave of Absence can be made to the Attendance Officer. This may include requests to attend a wedding or funeral of a first degree relative, a university visit, driving tests (not lessons), work experience, county level sport and students involved in performing arts.

Any request for a Leave of Absence should be made using the 'Request for Leave of Absence' form on the SHFGS website. Please provide as much notice between the request and the actual date for which you have applied as possible. Please include an explanation of why this leave of absence needs to be taken during term time.

Once your request has been considered, a written reply will be issued by your child's Head of Year as soon as possible.

Please note that the School cannot lawfully grant leave of absence for family holidays, except under clearly exceptional circumstances, and requests for LoA, in line with Government Guidelines, will normally not be authorised. Absence requests are not generally granted especially to those whose attendance is below 96%.

Punctuality

We are doing our very best to prepare your child for the working world. A key requirement is the ability to be punctual, please can we draw your attention to our process regarding punctuality. If your child arrives late to registration or a lesson without a legitimate reason (scheduled appointment or late school bus) then they will receive a late mark on the register and the minutes late will be noted and accumulated throughout the year. A total of 30 late minutes is sanctioned by an after school prep session.

SHFGS Response to Absence

As a school we help maintain attendance throughout the year by periodically reviewing whole school attendance and informing both students and parents if there is a decline in total attendance percentage throughout the year this letter is issued if attendance falls below 92%.

Our attendance officer will be in touch via SMS (text message) to follow up on unreported AM absences. Tutors will also engage students in a discussion regarding attendance if their total falls below 96% during review periods. We will also reach out to parents if a student misses 3 consecutive school days to arrange a reintegration meeting with their Head of Year. The purpose of this meeting is to ensure the student has sufficient access to any school work missed and welcome them back into the school community.

SHFGS Response to Absence	
92-96%	Tutor/Student attendance meeting
Below 92%	HoY Email to parents
3 consecutive days of absence	Reintegration meeting with HOY

Thank you for your support in helping us ensure that your child receives the best education possible. We recognise the important role that parents play and whilst we will provide support and guidance, please remember it is your legal responsibility to ensure regular attendance of your child.