



# **Attendance Policy**

## 1. Introduction

- 1.1 Bungay High School is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.
- 1.2 The whole school community – students, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.
- 1.3 The policy has been drawn up after consultation with the whole community and is based on current government and Local Authority guidance and statutory Regulations. The school will ensure that all members of the school community know of the policy and have access to it.

## 2. School's Roles and Responsibilities

- 2.1 All staff (teaching and support) have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.
- 2.2 Attendance Leader  
A member of the Senior Leadership Team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person will also ensure that up-to-date attendance data and issues are made regularly available to all staff, students and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the governing body half termly. (S)he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.
- 2.3 Registration  
The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session, also at the start each lesson. Tutors and teachers are responsible for completing the attendance registers using the prescribed codes (shown overleaf).



<i>CODE</i>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances



- i) The register will be called promptly at 8.50 am and at the beginning of Period 3 by each teacher and a mark will be made in respect of each student. The registers will close at 8.55am and 1.55pm.
- ii) Any student who arrives between 8.55 and 9.15am will be marked 'Late' and the minutes recorded. This will be counted as present but will be dealt with under the school's policy on punctuality and lateness. Any student who arrives after 9.15am will count as absent.
- iii) In the afternoon, any student who arrives after 1.55pm will be dealt with under the school's policy on punctuality and lateness as above, marked 'Late' and minutes recorded.

#### **2.4 Categorising absence**

- i) A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked as unknown (N) absence unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Head of House.
- ii) Bungay High School recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a student's education as authorised absence, will potentially send a message to parents that any reason for non-school attendance is acceptable and can render students extremely vulnerable to harm. If absence is frequent or continuous, and except where a child is clearly unwell, staff will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.
- iii) If no explanation about an absence is received by the school within 2 weeks, the absence will remain unauthorised;
- iv) Absence will be authorised in the following circumstances:
  - (a) where leave has been granted by the school in advance, for example –
    - a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
    - a pupil is involved in an exceptional special occasion – in authorising such an absence the individual circumstances of the particular case and the student's overall pattern of attendance will be considered,



- in exceptional circumstances, permission has been granted for a family holiday for which the parents have sought permission in advance.
  - (b) where the school is satisfied that the child is too ill to attend;
  - (c) where the pupil / student has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand);
  - (d) where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions;
  - (e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents belong;
  - (f) the student lives more than three miles away yet within our school's catchment area and no suitable transport arrangements have been made by the Local Authority;
  - (g) the student is of no fixed abode, his/her parent is engaged in a trade which required him/her to travel, the student has attended school as often as the nature of the trade permits and, he/she has attended 200 sessions in the preceding 12 months;
  - (h) in other exceptional circumstances (e.g. a family bereavement) and for a very limited period.
- v) Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:
- no explanation has been given by the parent;
  - the school is not satisfied with the explanation;
  - the student is staying at home to mind the house;
  - the student is shopping during school hours;
  - the student is absent for unexceptional reasons, e.g. a birthday;
  - the student is absent from school on a family holiday;
  - the student has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

## **2.5 Approved educational activity**

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

## **2.6 Class registers**

In order to track students' whereabouts throughout the day, deal with any truancy that occurs after morning or afternoon registration and to ensure the safety of students, subject teachers will take a register at the beginning of every lesson to record absence and lateness. Any sudden absences that occur during the day will be picked up immediately by the Assistant Head of House and measures taken to locate the student.



## **2.7 Staff Training**

All staff responsible for taking registers, including any temporary or supply staff, will receive sufficient training by the Head of House or Cover Manager to enable them to perform the task accurately.

## **3. Collection and Analysis of Data**

All attendance data will be complete, accurate, analysed and reported to the senior leadership team, parents and the governing body. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

- 3.1 Attendance is monitored by House group, Year group and tutor group, at subject level and by reasons for absence. It is also analysed by gender, ethnicity, students with special educational needs and those who are vulnerable to poor attendance.
- 3.2 Accurate attendance returns are made to the DfE within the stipulated time frame.

## **4. Systems and Strategies for Managing and Improving Attendance**

- 4.1 Attendance has a very high profile at Bungay High School and is regularly discussed at assemblies and in tutor groups. Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment.
- 4.2 The school has procedures for dealing with unexplained absences within a week. Please note that only  $\frac{1}{2}$  days absence will be authorised for orthodontic appointments and where applicable, medical appointments.

### **4.3 First-day calling**

The school has in place a system of first-day calling. This means that parents will be telephoned on the first day a student is absent without explanation to establish a reason for the absence. This helps to identify at an early stage students who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to make contact with parents on the first day of absence, the school will continue to try and establish contact and if there is no response, a letter will be sent.

### **4.4 Meetings with parents**

When a student's attendance falls below 97%, parents will be contacted initially by the Head of House to discuss our concerns. If, subsequently, attendance does not improve then parents will be sent formal notification of our concern and if attendance still does not improve, then with or without explanation, the school will invite parents to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and student to resolve any difficulties and improve the attendance within a specified time limit – usually no more than 6 weeks. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.



#### **4.5 Referral to the Education Attendance Service**

This school 'buys into' the EAS, whereby if there continue to be unauthorised absences by the end of the specific time (or sooner if the student is failing to attend school at all), the matter can be referred to them.

##### **Education Penalty Notices**

Education Penalty Notices were introduced by the Anti-Social Behaviour Act 2003. They are fixed penalty notices aimed at reducing the levels of unauthorised absence from schools.

- Education Penalty Notices are fixed penalty fines which are issued to parents in relation to unauthorised absences of their children from school.
- The Local Authority, schools or the Police can issue them.
- Education Penalty Notices impose a fine of £60 if paid within 21 days, increasing to £120 between 21 and 28 days for each parent with responsibility.
- Upon payment, a parent's legal liability in respect of the relevant period of absence is discharged and he or she cannot be prosecuted for the period of non-attendance in question.

##### **When will Education Penalty Notices be issued?**

- Unauthorised holidays in term time.
- Parentally condoned absence where the parent is deemed capable but unwilling to address attendance problems (e.g. a failure to engage with support measures).
- A parent continually fails to provide an explanation for a student's absence in accordance with the school's procedures.
- The student has a record of unauthorised absences which appear to have been avoidable.
- A pattern of poor attendance develops during a student's final year of compulsory education.
- On completion of a satisfactory investigation following a truancy sweep.
- There is persistent late arrival after the school register has closed.

This is not an exhaustive list and each case will be considered individually.

##### **Procedure for Education Penalty Notices**

The Education Penalty Notice system can be used where six unauthorised absences have been recorded against a student.



- Usually, other than for unauthorised holidays, a letter will have been sent or a telephone call made to establish reasons for the absence. If these have not been given, or the school is not satisfied by the reason, or the required medical evidence has not been provided, then a letter will be sent to indicate we will be pursuing a Fixed Penalty Notice.
- In certain circumstances, including where the six sessions of absence comprise unauthorised holidays in term time, an Education Penalty Notice can be issued without a Formal Warning having been issued previously.
- An Education Penalty Notice will also be issued without a Formal Warning if a Formal Warning has already been issued to the parent/carer within the previous twelve months.
- Any Formal Warnings or Education Penalty Notices will be sent to each parent/carer by first class post to their usual or last known address.
- The fine imposed by the Education Penalty Notice is £60 provided payment is made within 21 days. If payment is made between 21 and 28 days, the fine increases to £120. Payment of fines imposed by Education Penalty Notices will be made to Bungay High School.

#### **Non-payment of Education Penalty Notices**

- If payment in full is not received in 42 days, the parent/carer will be prosecuted under s444(1) Education Act 1996 for failing to ensure the regular school attendance of a registered student of compulsory school age.

#### **Withdrawal of Education Penalty Notices**

Education Penalty Notices can be withdrawn in certain circumstances. If a parent/carer receives an Education Penalty Notice and believes that it should not have been issued, they should follow the procedure for applying for withdrawal of the notice without delay. Detailed information about how to follow this procedure is provided in the explanatory notes accompanying the Education Penalty Notice.

#### **4.6 Lateness and punctuality**

Students are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their own education, and that of others in their class, if they are late. Students who arrive after the register closes will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the student to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes.



A student who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence.

- 4.7 Students who arrive late for school but before the register closes will be dealt with by the House according to individual circumstances.
- 4.8 For health and safety reasons it is important that the school knows who is in the building. Students arriving late should therefore report to their House Office and sign in. It is important that all students arriving late following this procedure.
- 4.9 For the same reason it is important that students leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day go to their House office.

#### **4.10 Post-registration truancy**

Post-registration truancy occurs when a student goes missing from school having previously registered for the session. This behaviour not only means the student will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. The school takes this very seriously and will endeavour to ensure it does not happen. Early electronic registration of all lessons by subject teachers with prompt referral to the appropriate Assistant Head of House leading to immediate action is aimed to reduce this to a minimum. If, however, a student appears to have left the premises without authorisation, the school will try to make contact with his/her parents immediately.

#### **4.11 Study Leave**

Bungay High School believes that students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and students will be expected to attend school in the usual way. All students are expected to attend lessons until they have completed the examination in that subject. If students have completed an exam before the Spring Bank Holiday, they are still expected to attend that lesson but will be allowed to revise for other subjects.

### **5. Term-time Holidays**

- 5.1 Term-time holidays will not be authorised for students unless in exceptional circumstances.
- 5.2 The school will consider every application individually, its policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays is not a right. An application must be made in writing, with appropriate evidence, in advance of the intended holiday.
- 5.3 The school will consider authorising holidays for:
  - service personnel and other employees who are prevented from taking holidays during term-time;



- when a family needs to spend time together to support each other during or after a crisis;
  - parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.
- 5.4 Requests for holidays for the following reason will not be authorised:
- cheaper cost of holiday;
  - availability of the desired accommodation;
  - poor weather experienced in school holiday periods; and
  - overlap with beginning or end of term.
- 5.5 The school will respond to all requests for a leave of absence in writing giving the reasons for the decision.
- 5.6 The school will NOT authorise a holiday during periods of national tests, i.e. GCSE examinations.

## **6. Extended leave of absence**

- 6.1 In considering absence for extended trips overseas, the school will take account of the following:
- a visit to family overseas has a very different significance from a normal 'holiday';
  - such visits may be important in terms of children's identity and self-esteem as they grow up;
  - parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);
  - the reasons for wishing to make a visit is more difficult, particularly for minority ethnic families, where huge distances and high costs are involved;
  - where extended leave of absence is granted there will be an expectation that the pupil undertakes some school-set work during this period.

## **7. Parents'/carers' Responsibilities**

- 7.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by the school.
- 7.2 The school expects parents/carers will:
- ensure their children attend the school regularly;
  - support their children's attendance by keeping requests for absence to a minimum;
  - not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.



- Parents will also be expected to:
- Notify the school on the first day of absence;
- ensure their children arrive at school on time, properly dressed and with the right equipment for the day;
- work in partnership with the school, for example by attending parents' meetings and consultations, signing homework diaries when asked to do so, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives. The school will endeavour to support parents to address their concerns.

## **8. Students' responsibilities**

- 8.1 All students should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher or form tutor.
- 8.2 Students should attend all their lessons on time, ready to learn. If they have been absent from school they should give their form tutor a note from their parents to explain the absence. Students also have a responsibility for following school procedures if they arrive late.
- 8.3 A Guide for students is attached.

## **9. Governors' responsibilities**

The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

## **10. Conclusion**

- 10.1 Regular school attendance is a necessary contributor to ensuring the outcomes of *Every Child Matters*:

### **Be healthy –**

- attendance at school supports children's emotional and social health and development
- the school curriculum teaches children to be healthy



**Stay safe –**

- schools and the LA have a statutory duty to promote the safety and welfare of children
- the best way to safeguard children is to ensure they attend school regularly

**Enjoy and achieve –**

- good school attendance supports children in reaching their maximum potential and enjoying the fulfilment this brings

**Make a positive contribution –**

- membership of a school community builds confidence, gives children a sense of belonging and teaches them to contribute to and be responsible for the well-being of others

**Achieve economic well-being –**

- good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style

To Governors' Care and Achievement Committee on 7<sup>th</sup> November 2014

Reviewed by full Governing Body on 1<sup>st</sup> December 2014

Adopted by full Governing Body



## **A GUIDE FOR PARENTS**

### **1. When does my child need to be in School?**

Your child should be at school in good time for registration. The morning register will be called promptly at **8.50am** and the afternoon register at **1.50pm**.

### **2. What happens if my child is late?**

Registration finishes at **8.55 am** in the morning and **1.55pm** in the afternoon. If your child arrives between **8.50am** and **9.15am** he/she will be marked **late**. Students who arrive after registration should report to the Year office, and sign the Late Book. Persistent lateness will be followed up by the Year team.

### **3. Does the School need letters explaining my child's absence or will a phone call do?**

We would expect a parent to telephone the school on the first day of absence. If you do not phone us, we will phone you. However, we need a written explanation on your child's return to school. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of Year report. Six unauthorised absences will result in the serving of a fixed penalty notice

### **4. What reasons may the school accept for absences?**

- Illness
- Emergency dental / medical appointment (please make routine appointments after school or during the holidays), ½ day only authorised.
- Day of religious observance
- Family bereavement
- Attending an interview for a job, college, university, etc

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

### **5. What is unacceptable?**

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, etc.

### **6. Will the School contact me if my child is absent?**

The school operates a first day response to absences: we will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.



If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

**7. I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?**

The school recognises whilst it can be important for children to keep in touch with their extended family, absence from school can only be considered in the circumstances outlined in Paragraph 4.

The school would strongly recommend that such absences do not take place during your child's GCSE course (Years 10 and 11) examinations. You need to complete a holiday form for leave of absence.

**8. What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he /she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education. Your child will bring home a school planner each evening. Please ensure you look at it with your child and sign it ready for the next day.

**9. My child is trying to avoid coming to school. What should I do?**

Contact your child's Head of House immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

**10. What are the consequences of high levels of absence from school?** Reducing absence from school is very important. This is because missing school can damage children's achievements, disrupt the school's routines and affect other children's learning. It can also leave children at risk of anti-social behaviour and youth crime. Above all, missing out on the opportunities provided in school can have a long-term effect on children's chances in life.

**Education Penalty Notices**

The Anti-Social Behaviour Act 2003 is a new law that came into force on 27<sup>th</sup> February 2004. It gives powers to county councils, schools and the police to issue Penalty Notices for non-attendance at school.

The Penalty Notices will be issued where it is considered that parents are able to improve their child's attendance but are not willing to do so.

- As a parent, you have a legal duty to ensure that your child receives full-time education. Unless you can show that you are providing this yourself, you must ensure that your child attends school regularly and on time. You will be committing an offence, therefore, if your child fails to attend regularly and punctually and the school has not given permission for the absence or late arrival.
- Remember – only your child's school can authorise absence or late arrival. If you fail to make sure that your child attends regularly and punctually, you may be prosecuted in court. The penalties are severe and, in serious cases, may result in a prison sentence.
- An Education Penalty Notice is an alternative to prosecution. It requires the parent to pay a fixed amount as a fine for the child's non-attendance and avoids a court appearance. It is intended to secure better attendance without taking legal action through the courts.
- Payment is £120 to be paid with 28 days. If the fine is paid within 21 days, payment reduces to £60. The fine will apply to each parent for each child who fails to attend regularly and punctually. For example, in a family where there are two parents who fail to ensure proper attendance of their two children, the fine would be £240 for each parent.
- The law defines a parent responsible for ensuring attendance as:  
Any natural parent, whether married or not.  
Any parent who, even if not married, has responsibility as a parent.  
Any person who, although not a natural parent, has care of a child or young person.  
Having care of a child or young person means that, if the child or young person lives with you and is cared for by you, then you will be regarded as the parent.
- A Penalty Notice will normally be sent by first class post to your home.
- Penalty Notices can be used in a wide range of circumstances. In particular, they will be used where it is clear that parents can ensure their child attends school regularly and on time but are not willing to do so. Before we issue a Penalty Notice, we will check to see how much school your



- child has missed. We do not take such action lightly. We would prefer to work with parents/carers to improve attendance without having to enforce it. However, we will use these powers if this is the only way to ensure a child attends school properly.
- Parents are not entitled to take their children on holiday in term time. Such holidays can only be taken with the written approval of the Headteacher. Each case will be considered on its merits and the decision of the Headteacher is final. We will issue a Penalty Notice for any period of holiday during term time that has not been authorised by the Headteacher. Please remember that for holidays taken in term time without the school's approval:
  - Each Parent will be fined for each child for each period of absence.
  - A Penalty Notice will be issued regardless of previous attendance.
  - A Penalty Notice will be issued with warning.
  - Taking or allowing your child to take a holiday in term time without the school's permission is a serious matter. If we find that you have done so, we will not hesitate to issue a Penalty Notice.
- There is no right of appeal once a Notice has been issued. We can take back a Penalty Notice but only if it should not have been issued in the first place (for example, if your child was actually at school), or it has been issued to the wrong person. If you believe that either of these is true, you contact the school immediately with evidence to support your view. The contact details will be included in the Penalty Notice.
- Details of how to pay will be included in the Penalty Notice. Please remember that there will be no reminder to pay and no opportunity to pay in instalments. If you do not pay, the consequences can be very serious. You have up to 42 days from receipt to pay the Penalty Notice in full. If after this time it has not been paid, we are required to begin proceedings in the Magistrates Court for the original offence of poor attendance by your child.
- If proven, this can attract a range of fines up to £2,500, other remedies such as Parenting Orders or community sentences, or imprisonment depending on the circumstances. The courts have already imposed such sentences. A guilty verdict will also mean that you will have a criminal record. All this can be avoided by payment in full by the due date.
- If you pay and your child still fails to attend school, you cannot be prosecuted for the period included in the Penalty Notice. However, you can be prosecuted for any further periods of non-attendance not covered by the Notice, depending on the circumstances.



If you are worried about this, it is vital that you work with the school and support agencies such as the Education Welfare Service.

- If your child is not attending regularly, then speak to your child's form tutor or learning leader in the first instance, or with the Education Welfare Service. We will do all we can to help to improve your child's attendance and to support you in making sure that your child is happy in school.

## **ATTENDING SCHOOL REGULARLY**

### **A GUIDE FOR STUDENTS**

#### **1. Attending regularly and on time**

Regular attendance will help you make the most of the opportunities here at Bungay High School. It will help you:

- keep up with your school work and get the best results you can;
- get a job – employers like people who are reliable.

Remember, your attendance at school is shown in your Report and on Moodle.

#### **2. Absences**

Acceptable reasons for absences include:

- illness
- emergency dental / medical appointments (please make routine appointments after school or during the holidays)
- day of religious observance
- family bereavement
- attending an interview for a job, college, university, etc.

Looking after your brothers and sisters, birthdays, general trips such as shopping and helping at home are NOT reasons to be absent from school.

You will also need a note from your parents to explain ALL absences from school. You will also need a note if you arrive at school after 9.00am in the morning. If you do not bring a note, or the explanation on the note is unsatisfactory, the absence will count as unauthorised and will be shown on your end of year report.



**3. Need help?**

Problems with your school work? Are you being bullied? Are your friends giving you a hard time? Are things difficult at school? Are things difficult at home?

You may feel that missing school is the answer. It is not – it may even make things worse. **TALK TO SOMEONE** – your form tutor, another member of staff, your parents. We will do everything we can to help you get over the problem.