



School Attendance

July 2023

We are writing to you as your child is due to start Whitchurch High School in September and want to give you information regarding the importance of attending school regularly.

Whitchurch High School has two School Attendance Officers who also work in conjunction with the partner Primary Schools to raise the awareness of attendance issues and engage with the families of those pupils whose attendance needs to improve. Mrs Claire Jefferis works primarily with the partner Primary Schools and the Ty Calon Centre and Mr Andrew Miles with Whitchurch High School.

The expected attendance of your child while attending Whitchurch High School is **96%**.

Here are some key points relating to attendance that will help with your child's attainment in Whitchurch High School: -

The school day - Whitchurch High School expect pupils to be on site at **8.35am**. Please make every effort to ensure that your child arrives on time to minimise disruption for the pupil, the rest of the class and the teacher. **Lessons will start promptly at 8.40am, so it is extremely important for your child to be punctual.**

Absence from school – Please ensure that the school is informed by telephone (02920 629700) or in person on each day that your child is absent; this is a legal requirement. In the case of illness, please be specific (eg: sickness, chickenpox, covid), so that the school can be made aware of any possible infections or implications.

If we are not notified of the reason for your child's absence, he or she will be marked as 'unauthorised absence', and please note that Fixed Penalty Notice fines may be issued to parents whose children have been marked unauthorised absent for five or more days in any term.

Health and Dental appointments - Where possible, please make routine medical or dental appointments outside school hours, as arriving late or collecting pupils early interrupts the teaching process.

If your child must leave school for a pre-arranged medical appointment, please ensure you supply them with written authorisation that can be presented at the main office before they leave.



Holidays during term time: –

- Parents **do not** have the right to take their children out of school for a holiday during term time. If you take your child on holiday during term time, it will not be authorised unless in exceptional circumstances.
- Parents must inform the school in writing in advance of any holiday absence.
- Schools are open to pupils on 190 days of the year which leaves 175 days for holidays and visiting family.

Below is a table showing the national guidelines for attendance: -

Your Child's Attendance	National Guidelines
100% - 95%	Optimum chance to achieve well. Your child is taking full advantage of every learning opportunity.
94.99% - 90%	Satisfactory, although your child may have to spend time catching up with work they have missed.
Below 90%	Cause for concern: - <ol style="list-style-type: none">1. Your child may be at risk of underachieving.2. Your child may need extra support from you to help catch up with missed work.3. Your child may be missing out on a broad and balanced education.

We hope you will find this information useful and that you will continue to work with us to improve attendance at Whitchurch High School.

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