

| Descriptor                       | Threshold attendance | Actual attendance | Whole days of absence | Learning Hours Lost |
|----------------------------------|----------------------|-------------------|-----------------------|---------------------|
| <b>Excellent</b>                 | 100%                 | 190 days          | 0                     | 0                   |
|                                  | 99%                  | 188 days          | 2                     | 10                  |
| <b>Good</b>                      | 98%                  | 186 days          | 4                     | 20                  |
|                                  | 97%                  | 184 days          | 6                     | 30                  |
|                                  | 96%                  | 182.5 days        | 7.5                   | 37.5                |
| <b>Cause for Concern</b>         | 95%                  | 180.5 days        | 9.5                   | 47.5                |
|                                  | 94%                  | 179 days          | 11                    | 55                  |
|                                  | 93%                  | 177 days          | 13                    | 65                  |
|                                  | 92%                  | 175 days          | 15                    | 75                  |
|                                  | 91%                  | 173 days          | 17                    | 85                  |
| <b>Unsatisfactory</b>            | 90%                  | 171 days          | 19                    | 95                  |
|                                  | 89%                  | 169 days          | 21                    | 105                 |
|                                  | 88%                  | 167 days          | 23                    | 115                 |
|                                  | 87%                  | 165 days          | 25                    | 125                 |
| <b>Serious cause for concern</b> | 86%                  | 163 days          | 27                    | 135                 |
|                                  |                      |                   |                       |                     |
| <b>Critical</b>                  | 85%                  | 161.5 days        | 28.5                  | 142.5               |
|                                  | 84%                  | 159.5 days        | 30.5                  | 152.5               |
|                                  | 83%                  | 158 days          | 32                    | 160                 |
|                                  | 82%                  | 156 days          | 34                    | 170                 |
|                                  | 81%                  | 154 days          | 36                    | 180                 |
|                                  | 80%                  | 152 days          | 38                    | 190                 |

### What is an unauthorised absence?

Only the school can authorise an absence. An explanation given by a parent is not, necessarily sufficient for the school to authorise an absence.  
According to guidelines to schools from the Department of Education an absence may only be authorised if the absence is due to:

- ⇒ Student illness (evidence must be provided if requested)
- ⇒ "Leave" given by the school (this commonly includes interviews and other similar special circumstances)
- ⇒ The student being unable to attend due to unavoidable causes .
- ⇒ Religious observance where applicable

|                          | <b>Autumn term 2024</b>    |  |
|--------------------------|----------------------------|--|
|                          | <b>School closes</b>       | <b>School reopens</b>                  |
| <b>First day of term</b> |                            | Friday 6th September (Yr 7 & Y12 Only) |
| <b>Half term</b>         | Thursday 24th October 2024 | Monday 4th November 2024               |
| <b>Last day of term</b>  | Friday 20th December 2024  |  |
|                          | <b>Spring term 2025</b>    |  |
| <b>First day of term</b> |                            | Monday 6th January 2025                |
| <b>Half term</b>         | Friday 14th February 2025  | Monday 24th February 2025              |
| <b>Last day of term</b>  | Friday 4th April 2025      |  |
|                          | <b>Summer term 2025</b>    |  |
| <b>First day of term</b> |                            | Tuesday 22nd April                     |
| <b>Half term</b>         | Friday 24rd May 2025       | Monday 2nd June 2025                   |
| <b>Last day of term</b>  | Wednesday 23rd July 2025   |  |

# NETHERTHORPE SCHOOL

## Every day counts

## *Student Attendance*



***To inform us of an absence call  
01246 472220 Option 2, Option 1***

**Headteacher Mrs H McVicar  
01246 472220**

## Being at school

Being at school is a very important part of any young person's life. It enables them to learn to make friends, to gain important qualifications and to develop a variety of skills which will prepare them for adult life. School and parents are partners in making this a success. As parents or guardians it is your responsibility **and the law** to make sure that your child makes the most of this opportunity by attending regularly. The attendance policy can be viewed on the school website. [www.netherthorpe.academy](http://www.netherthorpe.academy).



## Why is good attendance important ?

Good attendance at school is vital for students to achieve their full education potential. Students with good attendance records benefit in the following ways:-

- ◆ Continuity of learning which makes progress and retention easier
- ◆ Improved performance in coursework tasks
- ◆ Enhanced performance in examinations
- ◆ Continuity of relationships and friendships
- ◆ Good references for further education or employment
- ◆ Good habits are formed for later life.



We reward good attendance with 100% awards every term, weekly form prizes for good attendance, 5 points awarded weekly and other rewards throughout the school year.

## Timing of the school day

The sessions at Netherthorpe School begin at 8:45am and at 1.10pm. Students should be in school by **8.40am** ready to start at 8.45am. Lunch time is from 12.30pm to 1.10pm and school finishes at 3.10pm. You should check the date of school holidays and inset days in the school calendar. This information is also available on the school website.

## Taking the register

Schools have a legal duty to record the attendance of every student or record them absent or late. The register is called at the beginning of both the morning and afternoon sessions and attendance is also monitored at each lesson.

If a student has to leave school for any reason during the school day they must have a letter, from you, signed by you. This should be shown to their tutor during registration and then taken to the school office where they will be asked to sign out. If they return to school they must sign back in.

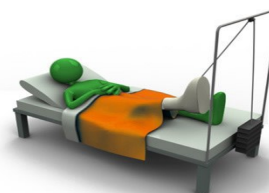


## Getting to school on time

When the whole class arrives on time and registration can take place smoothly then the day starts off so much better. Although it is better for students to be late than not to be in school at all, when they do arrive late they miss out on an important part of the school day. Any student arriving late must follow the school's late procedures signing in at the School Office. **Detentions will be issued for lateness to school or lesson.**

## Absence from School

By law, schools must record absences and the reason given, please provide us with a clear reason when calling. You must contact school **every day of your child's absence** by telephoning the school office on 01246 472220 option 2, option 1) before 9am.



Please ensure you inform the school office in advance if you know your child is going to be absent and do not allow them to take time off necessarily.

**If your child has an appointment in school time please return them as soon as possible, as we do not authorise a full day for a medical or a dental appointment without evidence.**

Avoid making appointments in school time if possible.

Any illness extending over 5 days or more will need to be

supported by medical evidence in the form of an appointment card from the medical centre, the tear off part of the prescription or the medicine label,

## Attendance and punctuality

At Netherthorpe School we have very high expectations regarding Attendance and Punctuality. To assist us with this we have a strong pastoral team who will offer help and support around issues linked to attendance.

Attendance officers send a text message out to parents mobile daily if a student does not have a registration mark. Parents are then required to respond to these messages by return. It is a parents legal obligation to keep school informed of changes in address or contact numbers. **-please provide two contact numbers so we are able to reach someone in an emergency**

Students will not be allowed home because of illness UNLESS you can be contacted



## Holidays

Family holidays should never be taken during school terms. Parents do not have the right to take their child out of school for a holiday. Where there are exceptional circumstances, an application should be made in writing to the Headteacher before booking a holiday..

The Headteacher can only authorise absence in exceptional circumstances.

Further information is available from school. Parents are reminded that ten sessions (5 days) of unauthorised absence may result in a fixed penalty notice being issued by the Education Welfare Service.

## Fixed Penalty Notices

Under Section 23 of the Anti Social Behaviour Act 2003. Parents/carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances, such cases may result in prosecution, which does require an appearance in Court, whilst still seeking to secure an improvement in a student's attendance. Should your son/daughter reach ten sessions (5 days) of unauthorised absence a fixed penalty notice may be issued.

