

# Attendance Matters – Aim for 100%

Shelley College aims to maximise attendance rates in order to ensure that all students are able to take the fullest advantage of the learning experiences available to them and are prepared for the world of work and further study. Every child has a fundamental right to be educated and parents have a duty to ensure their child's full attendance at school. It is an expectation that students receive a full-time education and therefore if attendance concerns arise, as a school we will work with families and the Local Authority to ensure that support and challenge is put in place in order to ensure that every student can aim for 100% each week.

At Shelley College we strive for 100% attendance for all students. Each week, every student has a fresh opportunity to achieve 100%. Every half term, every student has a fresh opportunity to achieve 100%. We focus on praising students who meet that ambition each week through reward points, form time treats and end of term rewards. We appreciate that there could be occasions where absences occur, we just ask that parents work with us to report these in line with our absence processes and work with us should attendance become a concern.

93% or below is deemed to be a cause for concern and this would account to 3 school weeks (14 days) missed in an academic year. This account to 70 hours or lost learning – a concerning amount of lost learning. To prevent your child from hitting this trigger, we will begin to discuss support and offer challenge when we see a dip in their attendance. This could be through your child's form tutor; our pastoral team; or our attendance team/the Local Authority. As much as possible, we like to work preventatively in order to reduce the chances of attendance dropping below 90% and being classed as a Persistently Absent student. We are proactive in offering this support and challenge – please do not see it as a criticism of parenting styles or that there is a problem that can't be resolved. We put in this challenge because we care and want your child to achieve their personal best and we know that great attendance is crucial for this to happen.

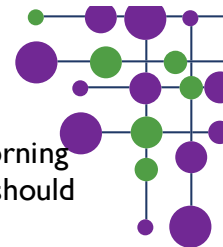
Research suggests that when attendance falls below 95% this can equate one grade below in each subject. Let's work together, right from the start, to ensure this does not happen for your child.

Thank you so much for your anticipated support with attendance. It is really appreciated.

## Illness (physical and mental health)

Absences of 1 or 2 days must be reported each morning via the absence procedures detailed later. On **third day of absence** (including where this goes over a weekend e.g., Thursday, Friday, Monday), absences will need to be discussed with our attendance team in order to be authorised further. Please do still report absence in the normal way, but a member of our team will get in touch to discuss the absence further. Medical evidence may be requested in order to authorised extended absences where attendance is becoming a concern.

We do not have a 48-hour rule for sickness or illness and so when students are well enough to be in school, we encourage them to attend. This could be later in the same day, should they be feeling better later in the day. If this is the case, they would need to sign in via our main reception on arrival to school. We ask for parents to work with us to ensure that students attend school even with minor illness. We aim to instil resilience in our students even on days where they are not feeling 100% but are deemed



well enough to attend by parents/carers. We advise that students are treated at home in the morning with any pain relief and are sent into school. Should illness deteriorate in the daytime, students should present at first aid where they will be assessed and if necessary, school will contact home.

Mental health support is accessible in school and through a range of external agencies including school nurse. We ask that where students are struggling with attendance due to anxieties and mental health, that they work with our Student Support and Pastoral Team to access support with emotions. This support can only be offered in school, but should there be significant concerns, please get in touch with our attendance team who will signpost you to the relevant member of our Student Support and Pastoral team.

General rule - 'If it wouldn't keep you off work then it shouldn't keep them off school!'

### **First Aid – What happens if your child is ill whilst in school**

Should your child require first aid in school, they should present at the main school reception where a first aider will be called to assess them. In an emergency or significant injury first aid will be called to them via our OnCall system. All First Aid is logged on Classcharts for parents/carers to review. We do not administer paracetamol or ibuprofen. First Aid staff are not Doctors or Nurses, so we can't fix, prescribe or diagnose significant illness or injury – we would always consult with parents/carers if this is the case and recommend an external assessment where this is needed. Students must be sent to First Aid via their classroom teachers and must not make their way to First Aid at lesson changeover. Students are welcome to call by First Aid during break or lunchtime.

**If your child contacts you to say they are unwell/injured and need to go home – please support us by saying they need to go to First Aid.** School staff will then contact you should the child need to go home. Parents/carers arriving unannounced to reception because their child have rung them to go home will not be authorised. Similarly, students who leave site without following this process will not be authorised and it could be deemed as truancy with a consequence attached.

### **Medical appointments or extended absences due to illness**

All medical appointments (including emergency dentist/orthodontists) should be scheduled for outside of school hours. Where this is impossible, we ask that appointments are either scheduled first thing in the morning and returning to school immediately after OR in the afternoon after lunchtime. Please aim to give as much notice as possible, with a minimum of **by 8am** on the day of the appointment.

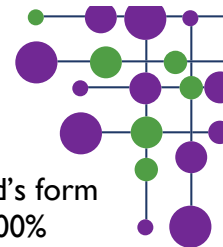
Appointment cards/texts etc will need to be provided to school (ideally via [shelley.stuabsence@sharemat.co.uk](mailto:shelley.stuabsence@sharemat.co.uk) or shown in person to the attendance team) in order to be authorised as medical appointments. For repeated appointments or extended absence beyond one day (such as hospitalisation or weekly medical appointments), please speak with our attendance team directly to discuss the particular circumstances of the medical need.

Opticians and routine dentist appointments etc. should not be booked during school hours.

**TOP TIP – If you child does have a morning appointment e.g., 10am and they arrive to school at normal time, their attendance should not be affected massively.**

### **Attendance Support**

All students should aim for 100% each week. As a school we will reward and praise students, tutor groups and year groups for aiming for 100% each week. Where attendance drops below 95%, your child will begin to be monitored by their form tutor. If this then drops further below 93% our attendance team will begin to explore whether there are factors or barriers that are negatively impacting on attendance with a view to offering positive challenge and support where that is required.



Mr Lane is our full time Attendance Officer at Shelley College who works closely with your child's form tutor, Student Manager and Senior Leadership Team to ensure all students are able to aim for 100% each week. Building a strong home / school partnership around attendance is crucial, particularly where there are barriers to achieving good attendance – please do not be surprised, offended or alarmed should a member of the attendance team talk to your child or you directly as parent/carer about attendance or punctuality. This is done proactively in order to help students to achieve their personal best through having an amazing attendance and punctuality record.



### Parents/Carers Responsibilities

Parents/carers are responsible for ensuring that their child attends school and is punctual, in full uniform and with full equipment ready to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible – via the MyEd App, absence email or the absence phone line on the day of absence (**by 8 am**). Please do not email individual form tutors or staff emails with absence messages, as these are not always received in time for morning registers.

A student's absence from school must be considered as unauthorised until a satisfactory explanation is forthcoming from the parent.

If parents intend to take their child out of school, please ensure a Leave of Absence form is filled in and returned to school (see Leave of Absence in Term Time below). Please be aware that term time absences for holidays are not authorised on nearly every occasion. For planned sporting or musical activities etc – please speak with our attendance team in advance of these for them to be authorised.

### Reporting an Absence

Any unplanned absence, such as illness or medical appointment, should be reported by **8am** on the day of the absence (earlier if possible). This can be done by sending a message using the **MyEd Absence** link, sending an email to the student absence email or calling the attendance phonenumber.

- **Email:** [shelley.stuabsence@sharemat.co.uk](mailto:shelley.stuabsence@sharemat.co.uk)
- **24-hour absence reporting line:** 01484 868777 choose option 1 – Report Absence

Please detail the: Full name and year group, reason for absence (please be more descriptive than just too unwell or ill). This will need to be done for each day of absence. On day three of absence, medical evidence may be requested or a phone call from our attendance office could be completed to further authorize absence where attendance is a concern (below 93%).

Where absence messages have not been received, parents/carers will be contacted by text in the first instance and any absence not accounted for will be unauthorised.

Future absences, such as medical/dental appointments, weddings/funerals etc. can be reported in advance in the same way. Longer absences for term time holidays should follow the Leave of Absence process.

### Leave of Absence in Term Time

We do not authorise term time absences, unless in exceptional circumstances. Absences above 5 days could result in a fixed penalty notice being issued by the Local Authority.

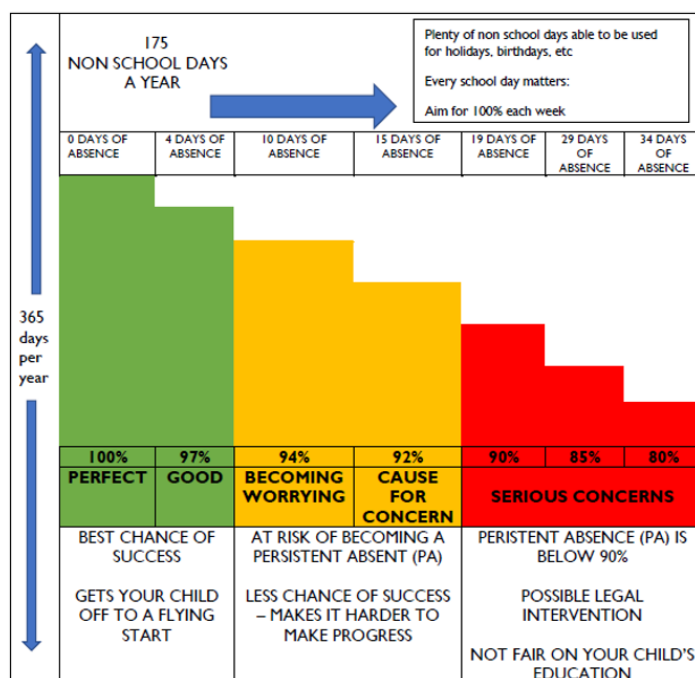


## **90% attendance means one day per fortnight, 4 weeks per year, and 100 hours of lost learning time**

Parents/carers do not have a legal right to take children out of school during term time. Each application is considered individually by the Principal. Permission for a leave of absence during term time must be requested 4 weeks in advance of the required date.

### **Punctuality – Arriving to school and lessons on time**

Good attendance is complemented by good punctuality. All students are expected on site before 8.30am and in form rooms by 8.35am. Students who are late due to school buses should meet the SLT member of staff on duty outside to receive a late slip so that they can present this to their form tutor to avoid a late mark and late detention being issued. For students who arrive late to school or lessons, a 15-minute lunchtime detention is awarded. If a child receives three lates in a day, they will receive a further demerit which contributes towards our Thursday SLT afterschool detention. For persistent lateness, your child's Student Manager or member of the attendance team will consider whether a punctuality report is required. 5 minutes late to every lesson each day, can account to 2 hours of lost learning each week.



For further information our Attendance Policy is available on the Shelley College website

[Shelley College, A SHARE Academy - Attendance](#)



Please do not email staff directly regarding absence. If you want to include them for reference, that is fine, but please always CC into the email the student absence email:  
[shelley.stuabsence@sharemat.co.uk](mailto:shelley.stuabsence@sharemat.co.uk)

**Attendance Team:** Mr George Lane – Attendance Officer

Mr Gareth Collins – Vice Principal      Miss Littlewood – Senior First Aider/Pastoral Officer

**Student Managers:** Mrs Kim Modeste (Y9) Mrs Zoe Murphy (Y10) Mrs Lisa Petrozzi (Y11)