

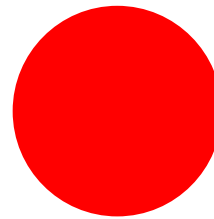
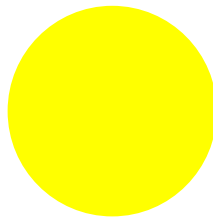
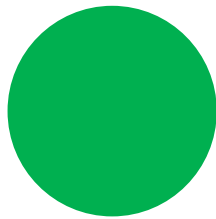


Thirsk School
& Sixth Form College

Educating today, preparing for tomorrow

www.thirskschool.org

Attendance Matters



visions

TOLERANT

HAPPY

INSPIRATIONAL

RESILIENT

SUCCESSFUL

KNOWLEDGEABLE



values

TOGETHERNESS

HONESTY

INCLUSIVITY

RESPECT

SUPPORT

KINDNESS

01845 522024

thirskschool@thirskschool.org

Topcliffe Road, Sowerby, Thirsk, N. Yorks YO7 1RZ

Headteacher: Emma Lambden

This leaflet provides information to parents and carers about a child's attendance at school.

For full details about our attendance policy or for up to date term dates visit www.thirskschool.org

Did you know?

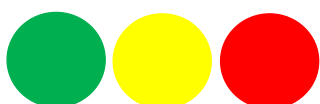


The school year is 39 weeks long.

That is 190 school days.

175 non school days.

Every day absent reduces the chance of getting the best education possible.



Did you know?

Being late 15 mins each day is equivalent to missing 2 weeks of school.

A 2 week holiday during term time means the highest achievable percentage is 94%

Every day counts!

School Day

0845-0905	Tutor Time
0905-1005	Period 1
1005-1105	Period 2
1105-1120	Break
1120-1220	Period 3
1220-1315	Lunch Time
1315-1415-	Period 4
1415-1515	Period 5

No student should be absent from school except through illness without permission in advance.

Should you have any concerns about your child's attendance record or are aware of any issue that may impact on your child's attendance please let us know.

01845 522024

Why Attendance Matters?

Regular and punctual attendance maximises your child's learning potential. Evidence shows students who attend school regularly make better progress academically and socially, but it also prepares them for adult hood and working life.

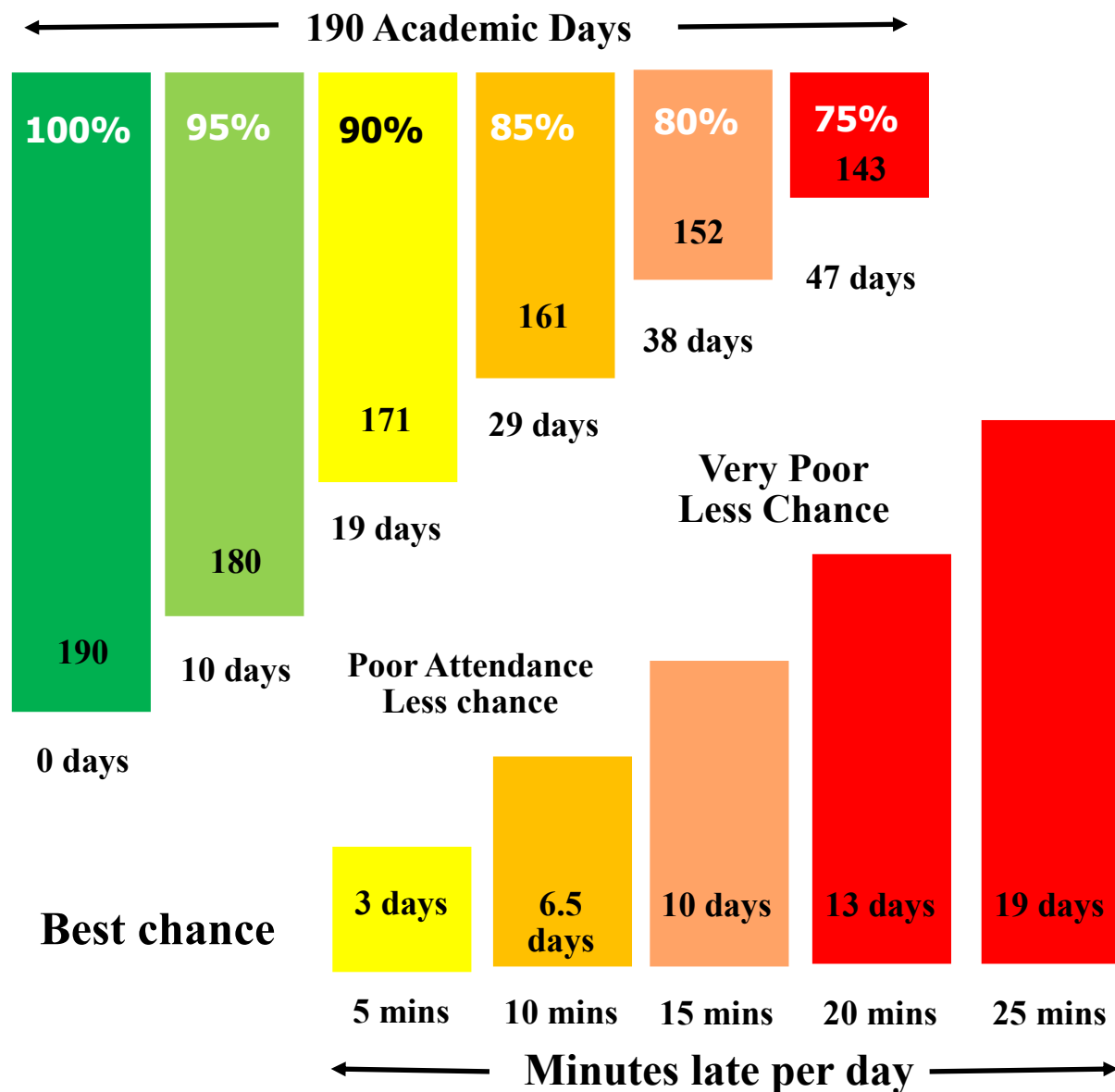
As a parent / carer it is your responsibility to make sure your child is punctual and attends school. We monitor our students attendance and punctuality closely. We aim to follow up any unexplained absence by contacting those with Parentally responsibility on the morning of a child's first absence by text. We take our safeguarding responsibilities in school seriously. This first contact is not aimed to cause offence but to clarify the whereabouts of the child. A follow up email maybe sent if we have not had a response.

Should your child's attendance slip to a level that is concerning you will be contacted in a time manner by letter. At the end of each term we aim to send home your child's current attendance for the Academic year to date so that early interventions can be made and any issues addressed before attendance letters are issued.

Percentage			Comment
Above 98 - 100%: Less than 4 days absence a year -		Excellent	Excellent attendance! These young people will almost certainly get the best grades they can leading to better prospects for college, university or work.
97 -95%: 10 days absence a year -	97-95% Letter 1	Average	The pupils are likely to achieve good grades and have opportunities for college, university or work, but could still improve their attendance!
94 - 90%: 19 days absence a year -	94 - 92% Letter 2	Below Expected National Standard of Attendance	Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best and attain their full potential.
	92 - 90% Letter 3		Their attendance has already fallen below the national average.
Below 90 % Persistent Absentee		Persistent Absentee	Young people in this group are missing six weeks of school per year; which adds up to missing a year of school over the five years of secondary education; it will be almost impossible to keep up with work. Parents of young people in this group could be prosecuted

Excellent attendance means being in school at least 98% of the school year.

We are all committed to ensuring your child, our student reach their full potential.



Do you need help with your child's attendance?

If you have any concerns regarding your child's attendance please don't hesitate to contact the Attendance Team.

Attendance Officer : Mrs Crabtree - **01845 522024** Ext 134 or
attendance.officer@thirkschool.org

Attendance Manger :Mrs Robinson - **01845 522024**
jane.robinson@thirkschool.org

Reporting a Student Absent

If a student is unwell and cannot attend school we ask that a parent or carer call the Attendance Line and leave a message

Attendance line 01845 522024 ext 134 or option 1 from the main switchboard.

Or email attendance.officer@thirskschool.org

Please clearly state

Your name.

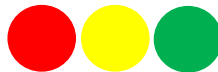
The child's Name.

Their form.

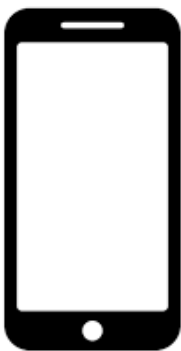
Nature of illness.

How long the illness may last.

As part of our Safeguarding policy we cannot accept any student to Self Authorise their absence, this also included student in Sixth Form.



- We ask that you contact us each day of absence unless you have already indicated how long the absence will last.
- If your child is absent for 3 or more days please seek medical advice
- We ask that you contact school the following day should your child be sent home from school unwell and remain absent.
- We take our safeguarding responsibility seriously. An automated text will be sent to you on the contact number provided if a student is reported absent during morning registration. (Tutor Time)



A text message will still be sent even when your child has been absent the previous day unless we have been notified as we cannot assume they are still unwell.

Please make sure we hold an up to date mobile number!

You play a vital role in ensuring your child has a good attendance is punctual and ready to achieve their full potential.

Punctuality

Students are expected to arrive at school on time and be in Tutor Time at 0845. If a child arrives late all entrance will be locked and they will be required to sign in at reception. Student arriving after 0930 with out an acceptable reason will be code U. 10 or more could lead to a fixed penalty notice.

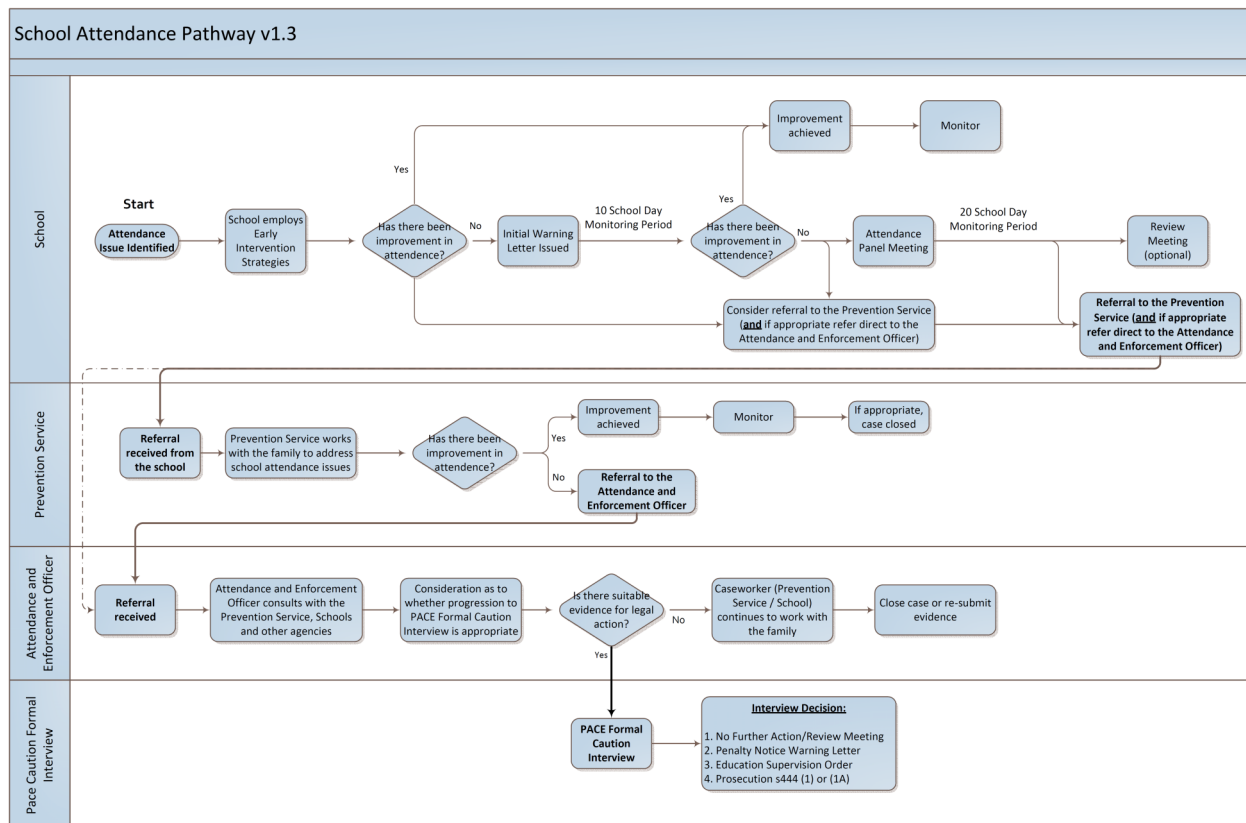
Did you know?

Being late **5 minutes** each day adds up to **3 days** of missed school.
Being late **15 minutes** each day is equivalent to missing **2 weeks** of school.

A 2 week holiday during term time means your highest achievable percentage is 94%
Which is below the expected national standard of attendance

Thirsk School and Sixth Form college is a NYCC school and has adopted and follows the NYCC Attendance Pathway. This ensures we follow compliance and appropriate guide lines to ensure your child attends school.

More information can be found at www.northyorks.gov.uk



Appointments

All routine appointments —medical or dental should be, where possible, arranged outside of school hours. Where this is not possible this will count against the child's attendance. However, it is appreciated that parents have little control over appointments with a consultant this will not account against the child.. We request that an appointment card or letter is brought into school to confirm all appointments. Pupils are required to be collected from reception and will not be allowed to sign themselves out without evidence. It may be required for us to contact you if in doubt.



Holiday in Term Time

The Department of Education strongly urges parent / cares to not take their child out of school for family holidays during term time. Should you require a leave of absence in exceptional circumstances your individual request will be considered.

A fixed penalty notice may be served if an unauthorised absence exceeds 5 days or 10 session.



Persistence Absence (PA)

The Department of Education states any student attendance which falls below 90% in the academic year is considered a Persistent Absentee. (PA)

Children are less likely to achieve their educational potential and it can have a serious impact on their future career plans and aspirations.

In most cases this missed education is never made up leaving them at a considerable disadvantage

A child who is identified as being a **Persistent Absentee (PA)** or are moving towards this bench mark, along with their parent / carers will be invited to attend a meeting to identify an Attendance Action Plan. Students are monitored closely with the hope of improvement, however if no improvement is seen you may be referred to the local authority and a **Penalty notice or legal action may be taken.**

Attendance Expectations

You can expect the following from Thirsk School and Sixth Form College.

We will:

- Take an attendance register to comply with law twice a day.
- Parent / Carer will be informed in writing should the student's attendance be of concern.
- Provide regular attendance data which will be sent home, either by letter, email or as part of the Parent Evening preparation.
- Keep all class registers up to date so that parent / carers can view their child attendance on MCAS.
- Celebrate good attendance.
- Reward good and improved attendance.
- Use tutor time to focus on the importance of good attendance and combat the "it was only a day" attitude.
- Regular updates and reminders in the school newsletter.
- Work with Parent/ carers / external agencies to provide support and guidance to improve a child's attendance.

What we expect in return.

Parent / carers should pledge:

- Notify school either by telephoning the attendance line or emailing should the student be absent from school.
- Book holidays outside of term time.
- Book medical appointment as far as practically possible outside of the school day. Where this is impossible the shortest time possible should be taken and not the whole day.
- Emphasise the importance of good attendance.
- Work with school to find ways to support and improve a student's attendance should it fall below the expected standard.

We expect the following from our students.

Students should pledge:

- Arrive at school on time and be punctual to every lesson.
- Aim for 100% attendance and only be absent due to illness.
- Sign in at reception should they arrive late and promptly make their way to their lesson.
- Ensure any missed work due to absence is identified and completed.

Percentage	Comment	School Intervention	Parental Intervention
Above 98 - 100%: Less than 4 days absence a year -	Excellent attendance! These young people will almost certainly get the best grades they can leading to better prospects for college, university or work.	Nothing, please keep up the good work	No action required. You are doing an amazing job, lots of praise.
97 - 95%: 10 days absence a year -	The young people are likely to achieve good grades and have opportunities for college, university or work, but could still improve their attendance!	Through discussion with HOY / HOS Letter 1 will be issued. Escalation to letter 2 if no improvement seen after monitoring and reviewing by the attendance team, HOY / HOS	Avoid non-essential medical appointment during term time. Contact the attendance team if you have concerns. Early intervention is always more successful. Don't keep you child off school unnecessarily, be prepared to challenge your child. We will contact you should they need to come home.
94 - 90%: 19 days absence a year -	Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best and attain their full potential. Their attendance has already fallen below the national average.	HOS will issue Letter 3 . Young person will be placed on a 10-day contract. If no improvement is seen parents will be invited to meet pastoral staff to discuss strategies to improve your child's attendance. If no significant improvement is made Letter 4 will be issued after a period of monitoring.	All medical appointments must be made outside of school time and appointment cards submitted. Request for leave of absence will be refused. Don't keep you child off school unnecessarily, challenge your child. We will contact you should they need to come home. You will need to work with us to improve your child's attendance by ensuring they attend every day.
Below 90 % Persistent Absentee	Young people in this group are missing six weeks of school per year; it will be very difficult for them to keep up with work and they are unlikely to do their best. Young people in this group are missing a year of school over the five years of secondary education; it will be almost impossible for them to make the necessary progress and hit target grades. Parents of young people in this group are highly likely to be placed on the NYCC attendance pathway.	SLT will issue Letter 4 . Young person will be placed on a 20-day contract. If no improvement is seen, the NYCC attendance pathway protocol will be instigated which could result in a meeting with the NYCC attendance officer. This is a formal PACE meeting following the NYCC Attendance Pathway. This may result in legal action or a fine being issued.	All medical appointments must be made outside of school time and appointment cards submitted. Request for leave of absence will be refused. If your child is off school, you will need to supply medical evidence as to why they are absent. If they are ill in school, we will contact you should they need to come home. You will be required to attend a formal meeting with a member of SLT.

Useful Telephone Numbers

Attendance line: 01845 522024 ext 134

or **option 1** from the main switchboard.

Please clearly state

Your name.

The child's Name.

Their form.

Nature of illness.

How long the illness may last.

Attendance Officer : 01845 522024 ext 134

Attendance Officer Email : attendance.officer@thirkschool.org

Attendance Manager : 01845 522024

Attendance Manager Email : jane.robinson@thirkschool.org

Designated Safeguarding Lead : Mr A Rickard

Email : andrew.rickard@thirkschool.org

Main School Office : 01845 522024

School PA : diane.atkinson@thirkschool.org



Excellent attendance means being in school at least 98% of the school year.

This is equivalent to 4 days absence in the a school year.