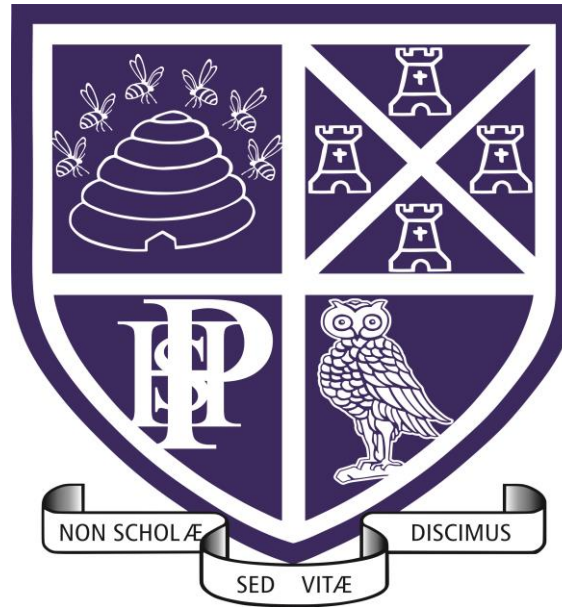


## Helpful Hints

1. Please telephone the school office before 8.30am on the first day of your child's absence – **01752 208308**
2. Book routine medical / dental / optician appointments for after school or during school holidays.
3. Notify the school, well in advance, of any medical appointments and bring in appointment cards / letters.
4. Respond promptly to school enquiries about unexplained absence.
5. Provide evidence, such as a letter from the hospital, for whole day medical appointments.
6. Keep us well informed of any ongoing medical conditions that may affect your child's attendance.
7. Do not take a holiday during school time.
8. Make sure you have alternative arrangements for a friend or relative to bring or collect your child in an emergency.
9. If you are unsure whether your child is well enough to attend school, please contact the Attendance Improvement Co-coordinator to discuss this.
10. If your child has a well-known childhood illness, contact the school for advice about recovery time.
11. Always make sure we have an up-to-date telephone number for you.



*Providing help and support*

**Attendance Improvement  
Coordinator  
Mrs Liz Hore**

**Pastoral Manager/Safeguarding Lead  
Mrs Sam Payne**

**01752 208308**

## Information for Adults

### Attendance / Absence



Telephone:  
**01752 208308**

E-mail:  
[studentabsence@plymouthhighschoolforgirls.org.uk](mailto:studentabsence@plymouthhighschoolforgirls.org.uk)

We each have our part to play to ensure your child makes the most of their education.

We welcome your support and value your involvement.

## The Law



Your child must receive full-time education. As a parent or carer, you are responsible for making sure this happens. Irregular attendance will undermine your child's education. Statistics show that children who miss school can become victims of crime and some are drawn into anti-social behaviour. A low attendance rate will seriously slow down your child's educational progress; affect their learning and their friendships. The school and Local Authority's minimum attendance target is 96%. Should your child fall below this, the Attendance Improvement Coordinator will contact with you. Pupils who fall below 90% are considered "persistently absent".

If your child's attendance is low and, despite the best efforts of the school and Attendance Advisory Service, it does not improve, a fixed Penalty Notices can be issued and a court action may be taken.

## Lateness



Please refer to your child's bubble registration period as pupils arriving during their bubble registration period will be marked as **late** using an **L** code. Any child arriving after their registration period will be marked as an **unauthorised late** using a **U** code. The **U** code marks your child's morning session as unauthorised and this subsequently affects your child's attendance and accumulates your child's unauthorised absences. Please ensure your child arrives before their bubble's register opens.

## Holiday in School Time

The Law does not permit a child's absence to be authorised for a holiday during school time, except in the most exceptional circumstances, at the discretion of the Headteacher.

If you take a holiday during school time, you may receive a Fixed Penalty Notice of £60 per parent per child. If this is not paid within 21 days, this will increase to £120 per parent, per child.

## Did you know

The Government's minimum attendance target is 96%.

90% attendance means absences from lessons for the equivalent of one HALF DAY every week!

Arriving 5 minutes late every day equates to 3 days lost over the year. 10 minutes late every day equates to 6.5 days lost.

Out of 365 days in a year, **175 days** are spent not in school.

90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all.

7.5 million school days are missed each year through unauthorised absence.

## Authorised Absence

Only the Headteacher can authorise absence and they are not obliged to accept your explanation. Absence may be authorised for various reasons due to exceptional circumstances.

### Absences will not be authorised if:

- another member of the family is ill
- the family have overslept or had a late night
- there are problems with uniform / clothing
- you have forgotten school dates
- your child attends a medical / dental appointment for more than half a day, without written proof from a professional that this is necessary
- there is an annual family event, such as a birthday
- you take your child shopping

