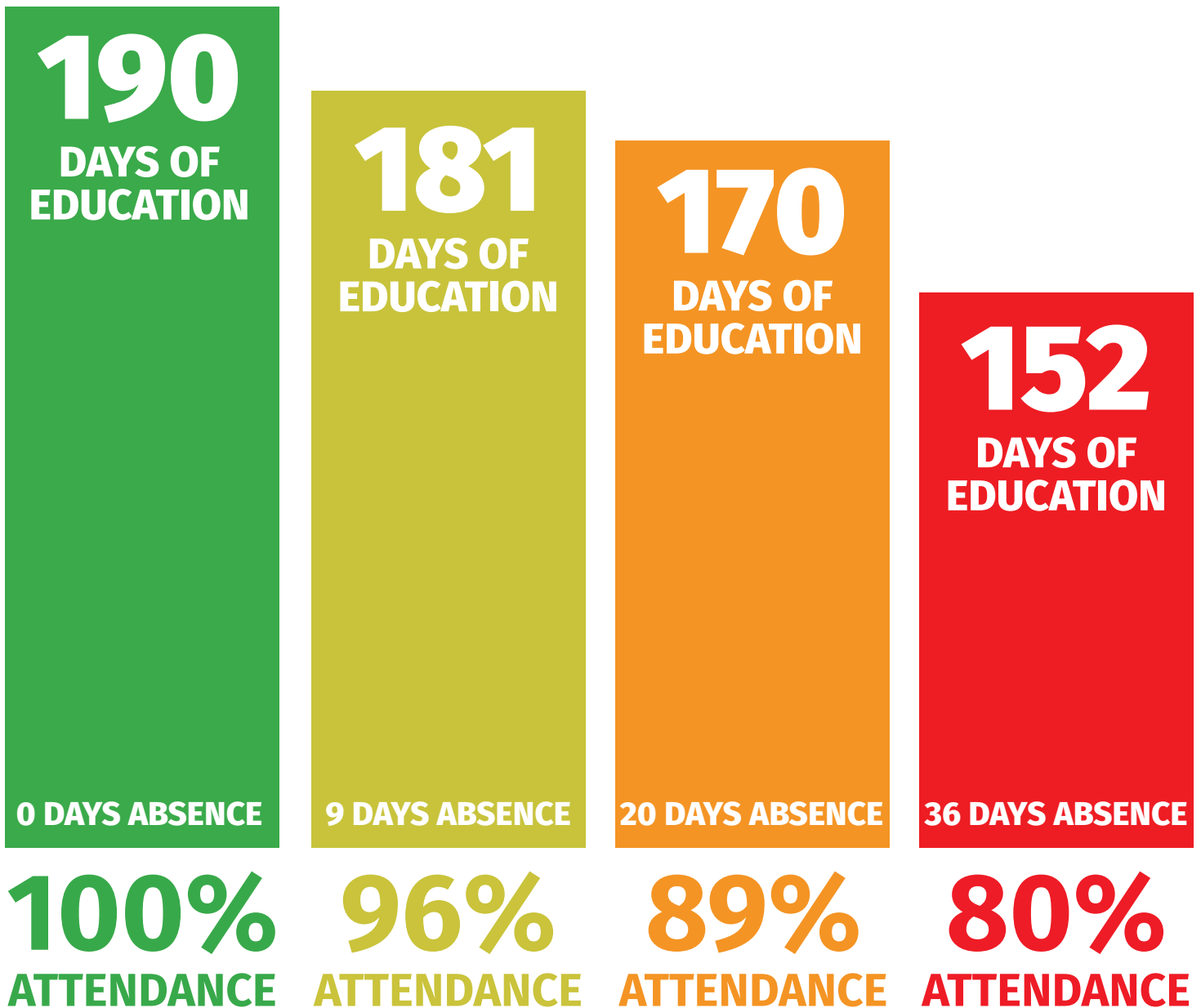




**SOUTH WIRRAL HIGH SCHOOL**

A Visual & Performing Arts, Maths & Computing College

# A PARENT & CARER'S GUIDE TO ATTENDANCE AND PUNCTUALITY



One of the most important factors in ensuring a young person fulfils their potential is good attendance at school.

Our aim is for every student to attend school every day of the academic year however we understand that ill health can sometimes hinder a student's attendance. We know that every day at school is valuable and as such believe that no student should have an attendance figure below 96%.

## REPORTING ABSENCE

If your child is not well enough to attend school then please contact the school as early as possible on the first day of absence, and on every subsequent day until their return.

TO REPORT AN ABSENCE PLEASE CALL  
0151 327 3213 AND SELECT OPTION 1

## MEDICAL & DENTAL APPOINTMENTS

Where possible parents/carers should aim to make medical and dental appointments outside of school hours. Where this is unavoidable students should come to school before, and return to school as soon as possible after, the appointment. Students must sign back in at reception where they will receive an 'M' code for the sessions and lessons missed.

## HOLIDAYS IN TERM TIME AND EDUCATION PENALTY NOTICES

In line with Government guidelines, holidays during term time are not allowed. Parents who feel that their circumstances are exceptional may make a special request to the Headteacher. Each case will be judged on its individual merits by the Headteacher.

Where parents take students out of school in term time without authorisation, in line with Local Authority protocol, a penalty notice may be applied.

## REWARDS

For many students their attendance is a real achievement and it is important that all achievements are recognised and celebrated.

Students meeting their attendance targets are regularly celebrated on an individual, tutor group, House and year group level.

Students with 100% at the end of each term will also receive an attendance award and special recognition will be given to students with one or more full year's attendance in the end of year assembly.

More information, and full copies of our attendance and punctuality policies, can be found on our website.

**100%**  
**ATTENDANCE**

## **EXCELLENT ATTENDANCE**

Well done - a good attendance gives you the greatest chance for success, students should achieve the very best they can.

**96%**  
**ATTENDANCE**

## **GOOD ATTENDANCE**

Less than 9 days missed in a year. Students are likely to achieve their targets and will be well prepared to progress.

**89%**  
**ATTENDANCE**

## **PERSISTENTLY ABSENT**

Students are missing a month of a school year and may fall behind in literacy and Maths. It will be hard for them to achieve their best. Students will be referred to the education welfare service for action to be taken.

**80%**  
**ATTENDANCE**

## **VERY POOR ATTENDANCE**

Students are missing 1 day or more per week of school. It will be almost impossible to keep up with learning. This is very poor attendance and will be referred to the education welfare service for action to be taken. Very poor attendance has a serious impact and reduces life chances.

## **DID YOU KNOW? WHEN STUDENTS ATTEND SCHOOL THEY:**

**CAN ACHIEVE THEIR  
FULL POTENTIAL**

**GROW IN  
CONFIDENCE**

**LEARN HOW TO LOOK  
AFTER THEMSELVES**

**HAVE BETTER  
CAREER PROSPECTS**

**KEEP UP WITH WORK  
AND HOMEWORK**

**MAKE NEW  
FRIENDS**