

PRINCE HENRY'S HIGH SCHOOL

An "Outstanding" Academy for Students aged 13-18
Headteacher: Dr A A L Evans BSc(Hons), PhD



13 September 2016

Dear Parent/Carer

Attendance, Punctuality and Persistent Absence Reporting at Prince Henry's

Prince Henry's view attendance and punctuality very seriously and therefore ask as we begin this academic year for your support in reminding your son/daughter of its importance.

We would like to take this opportunity to thank all our students, parents and carers for their support last academic year, in which we achieved our highest ever overall attendance percentage of 96% with the national average being 95%.

Above 98%	Excellent Attendance – less than 4 days absence in a year.
97% (5.5 days absence - 95% (9 days absence))	Good attendance – Prince Henry's attendance target for all students is 96% set by the Headteacher and the Governing Body.
94% (11 days absence) - 91% (17 days absence)	Average Attendance – This percentage bracket is a cause for concern and will involve contact with the Attendance Team and possibly our Education Welfare Officer.
90% (19 days absence) - below	Below Average Attendance – Students with attendance below 90% are classed as persistently absent from school and will have involvement from the Attendance team and our Education Welfare Officer. This involvement could lead to possible legal action.

Persistent Absence (PA)

Any student who falls below 90% attendance at the end of each half term will be classed as a persistent absence pupil on school data and therefore reported to the National and Local Government through the school census.

Please see the table below outlining the impact of 10% PA monitoring over the academic year.

Terms	PA at 10%
Term 1	7 or more absence sessions will be classed as PA
Term 1 - 2	14 or more absence sessions will be classed as PA
Terms 1 – 3	20 or more absence sessions will be classed as PA
Terms 1 – 4	25 or more absence sessions will be classed as PA
Terms 1 – 5	31 or more absence sessions will be classed as PA
Terms 1 – 6	38 or more absence sessions will be classed as PA

Reporting an Absence

- All absences must be reported to the Attendance Officer, using Option 1 preferably before 9.00am each day. If it is a prolonged absence a call is required each day. Should we not receive a reason for absence a text will be sent asking you to contact school and provide a reason.
- If you know your child is going to be absent for any reason, please let us know in advance with evidence for the absence if possible, this can be sent to Mrs Jennings (Attendance Officer) at sjennings@princehenrys.worcs.sch.uk.
- A written letter or email to Mrs Jennings on your child's return to school, giving reasons for the unexpected absence must be provided. **Unexplained absences will remain unauthorised by the school.**

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The Prince Henry's High School Academy Trust trading as Prince Henry's High School, registered as a company in England and Wales at the above address. Reg No 07512962

Working in collaboration with Bredon Hill and St Ewain's Middle Schools

Examples of Authorised Absence

- Medical, opticians or dental appointments. Routine appointments where possible should be made for outside school hours. Evidence of these appointments is required.
- College/employment interviews. Evidence is required.
- Funeral or recognised religious observations. One day will be authorised on prior notification however should additional days be required due to travel etc this will also be authorised.

Examples of Unauthorised Absence

- Leave of absence not approved by the school.
- Absence not reported on the day or supported by written explanation upon return to school.
- Arriving late after register has closed.
- Truancy.

Examples of Medical Evidence

- Medical/Dental appointment card confirming attendance
- Medical appointment letter
- Copy of prescription showing name and date
- Prescribed medication with pharmacist label showing name and date
- Hospital discharge letter

Request for Absence of Leave During Term Time.

- The law does not grant parents/carers automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will miss out on specialist teaching during their absence.
- If you consider withdrawing your child from their education during term time a Leave of Absence form must be completed before a decision is made. Please can requests be made to the Headteacher, Dr Evans.

Punctuality

- Arriving late to school and into lessons is very disruptive for the teacher and other class members. If pupils regularly miss registration which starts at 9.05 they will miss important notices and information from their tutors. If your child is going to be late, please inform the Attendance Officer via phone using Option 1 who will inform the relevant staff.
- On arriving at school when a pupil is late, be it with a genuine reason or otherwise, it is imperative they sign in at Reception for safeguarding reasons.
- Should your child arrive late to school and does not sign in you will receive a text informing you of this.

Thank you once again for your continued support in helping raise attendance and punctuality, if you wish to discuss any issues or raise any concerns regarding attendance, please do not hesitate to contact one of the Attendance Team which comprises of Mrs Jennings (Attendance Officer), Mr Thompson Deputy Head of Year 9, Mr Roleston Deputy Head of Year 10 and Mrs Thorner Deputy Head of Year 11. Should they be teaching then please leave a message with Mrs Jennings, using Option 1 or via email on sjennings@princehenrys.worcs.sch.uk.

If you require clarification of any details regarding attendance please refer to the attendance leaflet sent to you during the Summer holiday, a copy of which is on the school website.

Kind regards.

Yours sincerely



Mrs Sue Jennings
Attendance Officer