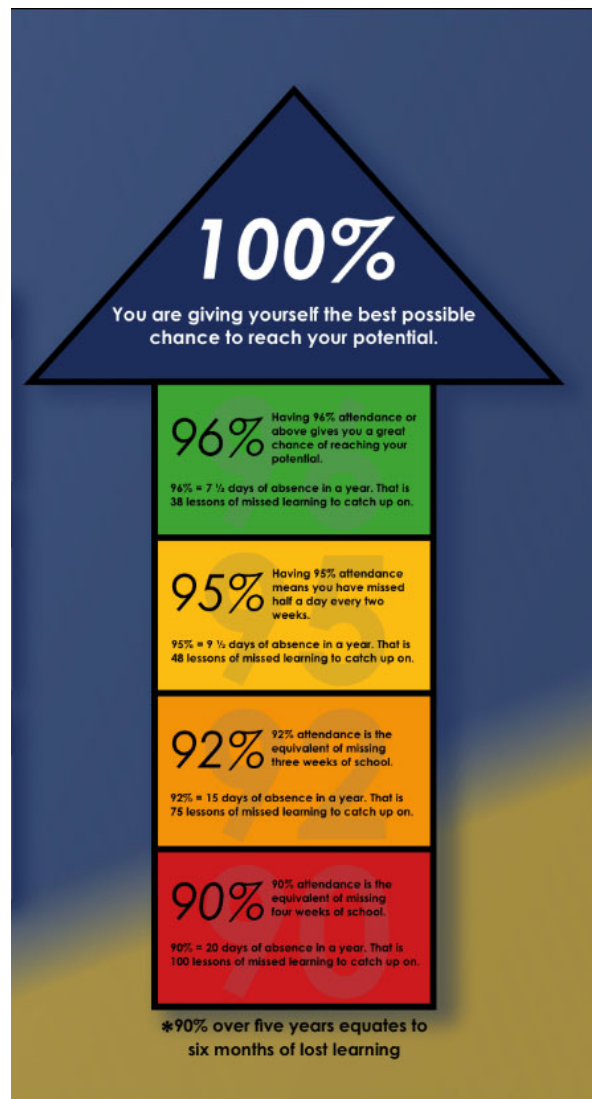


# Attendance at The Snaith School

Here at the Snaith School we recognise that **“Attendance Counts”**.

Days off school soon add up and missing lessons makes it hard to catch up, resulting in students having to work harder when they come back after missing vital lessons, this will ultimately prevent their progress.

There are 175 non-school days a year for holidays, cultural experiences and family time. It may be useful for you to know what % attendance figures mean for your child, please see the table below.



If you would like to know your child’s attendance for each week or up to date, you will find this in your child’s planner above the rewards stamp page, this is updated each week during form time.

# Reporting an absence to us at The Snaith School

- If you know your child is going to be absent please let us know in advance.
- All absences must be reported before 9.30am each day, using our dedicated absence line on 01405 860327 option 1, you can now text your child is going to be absent on 07375025732.
- When texting or leaving a message in relation to your child's absence, you will need to give your child's full name, form group and the reason for absence. **You must contact everyday your child is absent.**
- If your child has been absent due to a medical appointment, please send via email a copy of the appointment card/ letter. You can also send this in with your child after the appointment or prior to the appointment also.
- Unexplained absences/no reason provided will be unauthorised by the school.
- Absences of 5 or more days must be supported by medical evidence. Absence of 5 or more days without supporting medical evidence will not be authorised.
- Holidays during term time will not be authorised. You will find the Absence in exceptional circumstance form on our website, these will not be provided by the school.
- Any form of unauthorised absence may be subject to a Penalty Notice from the Local Authority.

## Examples of authorised absence

- Hospital or Orthodontist appointment (evidence required).
- College/Employment interview (evidence required).
- Reported illness of less than 4 days (unless medical evidence has been requested).
- Illness of 5 or more days with medical evidence.
- Emergency doctor or dental appointments (evidence required). Routine appointments should be made outside school hours where possible.

## Examples of unauthorised absence

- Leave of absence not approved by school.
- Absence not reported on the day or unsupported by written explanation upon return to school.
- Absence of 5 or more days without medical evidence.
- Arriving late after registers have closed.
- Truancy (both internal and external).

## Examples of medical evidence

- Medical 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.

Please help your child to maintain good attendance by booking doctor, dentist, and optician appointments either in the school holidays, in the afternoon after school or at weekends.

Please provide the school with an appointment card/letter if your child needs to leave school for an appointment. If your child feels unwell in school they must see a first aider, who will then contact you should your child need to go home.

## **Punctuality**

Arriving late to school and into lessons is very disruptive for the teacher and other class members. It also means that late students themselves miss important input from teachers. If for whatever reason you know your child will be arriving late, please call the school or provide your child with a written note. Late students must sign in at reception. If a student arrives late on a morning to school they will receive a lunchtime detention. If your child is persistently late to school they will be placed in an after-school detention.

## **Requests for absence during term time**

The law does not grant parents an 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 the teaching that their classmates will receive during your holiday.

Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid.

If you consider your request for absence to be an exceptional circumstance then please complete the absence in exceptional circumstances form which can be found on our website.

Please follow this link to find out more information relating to absence in exceptional circumstances: <https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/holidays-during-term-time-and-authorised-absence-from-school/#:~:text=The%20Headteacher%20will%20only%20authorise%20absence%20in%20line,is%20t%20the%20detriment%20of%20a%20child%E2%80%99s%20education.>