



27<sup>th</sup> September 2023

Dear Parent/Carer

### Re: Attendance and Punctuality

At St Augustine's we place great importance on attendance and punctuality. Over the course of an academic year, we would expect whole school attendance and individual attendance to be at least 96%. The Department for Education considers anything less than 90% as persistent absence.

Our main objective is to support pupils and their families in raising attendance. If attendance falls below 96%, your child's attendance will be monitored by the school and the local authority. Letters may be sent home, and you may be invited into school for a meeting, or we may visit you at home to look at ways of improving attendance punctuality.

If your child does fall ill or cannot attend school due to exceptional circumstances then please ensure you contact the school on the first day of absence, by 8.30am stating the reason on each consecutive day, in line with our policy. If the school does not receive an explanation for absence or if the explanation is unacceptable, then the absence will be marked as unauthorised. If pupils are absent frequently for medical reasons, then a medical note may be requested.

Holidays during term time are strongly discouraged as there are a total of 175 non-school days in one year. Holiday absence must be sought from the Headteacher by informing the school, in writing via email, detailing the reason(s) behind the absence. The Headteacher has discretion to authorise a leave of absence during term time, however we will not authorise leave of absence unless the reason(s) are deemed exceptional.

Should the number of unauthorised absence sessions reach 10% or more the Local Authority may issue you with a penalty notice. Should you be issued with a notice this requires you to pay a penalty of £60 within 21 days, rising to £120 if paid after 21 days but within 28 days. Each parent is liable to pay a separate penalty and penalty notices are issued for each child to whom the absence relates.

Attendance	Number of students achieving minimum of 5 GCSEs with grades 9-4
93-94%	54.9%
92-93%	40.65%
90-92%	33.0%



FAITH



HOPE



LOVE



GROWTH

We urge all parents to be mindful of the impact that school absence has on their child's learning. The table below provides details of the proportion of Year 11 students who achieve a minimum of 5 GCSEs graded 9-4 if their attendance falls into a particular range.

In addition to attendance, we need to work on punctuality. It is essential that students leave home early enough to be at school by 8.40am and are in the right mindset for Learning for the school day. Please support us by instilling in your child the importance of making their way directly to school and not to wait for friends or visit shops on their way to school, as this inevitably slows them down and often makes them late for school.

Students who are late to school three times in a week will have a sanction with their year teams, unless there is a valid reason for lateness and parents have contacted the school and provided evidence. An email will be sent to parents if your child has a detention for lateness.

If you are concerned about your child's attendance, please contact your child's Form Tutor, Pastoral Year Coordinator or the Attendance Officer.

Yours faithfully



Ms R Kelly  
Head of St Augustine's High School

