

PENSBY HIGH SCHOOL



ATTENDANCE AND PUNCTUALITY

INFORMATION AND GUIDANCE FOR PARENTS AND CARERS

May 2023

Every Lesson Matters at Pensby High School

It is essential that your child attends school as regularly as possible.

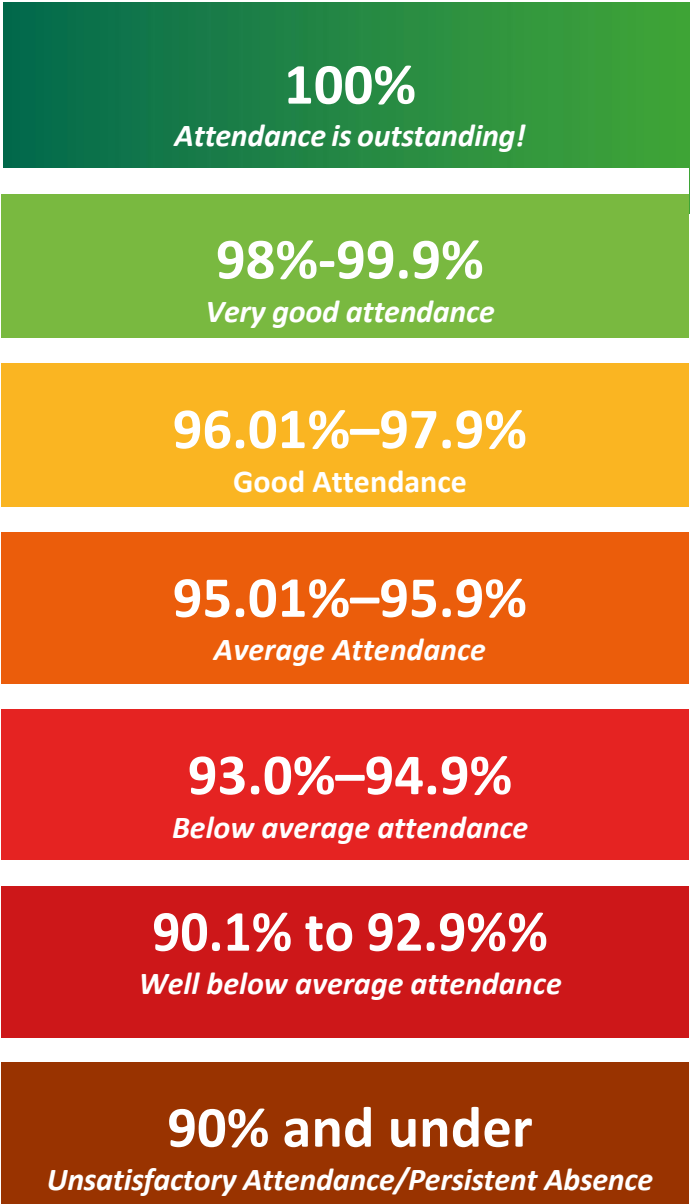
There is a great deal of research showing that attendance has a huge impact on how well children do in school. Any absence affects the pattern of a child's education, and regular absence seriously affects their progress.

Students who have time off school often find it difficult to catch up on work they have missed.

In addition, post-16 providers and employers always ask us about a student's attendance and punctuality.

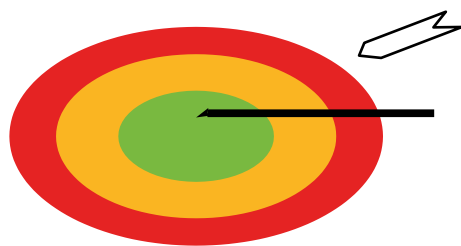
We want every student to be happy and to enjoy school, feeling safe, secure and cared for. We work in partnership with parents, carers, and our students, to help this ideal become reality.

We expect Pensby students to be in school every day unless the reason for absence is unavoidable. **Every lesson matters.**



Attendance Targets and Percentages

AIMING FOR 100%



We would like every student to achieve 100% attendance.

The **minimum** expected level of attendance for every student at Pensby is 98%. This is equivalent to no more than four days absence each school year.

All parents and carers are kept up to date with their child's attendance regularly throughout the year.

We will get in touch with you as soon as attendance becomes a cause for concern. You may also contact us for additional advice and support.

The government considers attendance below 95% to be unsatisfactory. Our minimum target is higher because we know just how important attendance is to progress and achievement.

Attendance percentages are somewhat misleading. As an example, 90% in an examination is really good but in attendance terms, 90% is not good. In fact, it is a cause for serious concern.

What 90% attendance actually means in terms of education...

WHAT IS MISSED EACH YEAR

WHAT IS MISSED OVER FIVE YEARS



HALF A YEAR OF SCHOOL

Supporting your Child's Attendance

We will do our very best to support you in ensuring that your child attends school regularly. It is important that we work together.

As a parent or carer there are also things that you can do to help build strong and consistent routines that are good habits for your child – for school and also for their working life.

Ways to help your child attend school regularly



Talk to your child about the importance of school. Explain the impact that absence has on future life chances but also focus on the things that they enjoy about school.



Be consistent in your approach. Make sure your child understands that going to school is not an option but a rule.



Make sure your child has a good night's sleep. Try to make the bedroom a quiet place for sleep rather than a place for social media, game playing, or watching television.



Help your child get everything ready for school the night before. Help them with packing their bag, making sure they have the right equipment and their uniform is ready.



Make morning routines calm and consistent. Try to encourage getting up, eating breakfast, and leaving the house at the same time on a daily basis to establish strong foundations.



Offer reassurance. If they have any worries, please reassure your child that they can talk to a member of staff at school. We will always try to help

Good Attendance means...

...developing stronger friendships as being in school makes it easier to make and keep friends

...being fully involved in learning and any extra-curricular activities

...more opportunities, more positive habits, and more chance of happiness and success

Good Punctuality

Your child should be in school before 8.35am. Registration takes place at 8.40am in form rooms.

Arriving on time along with their peers provides a positive start to the day.

Your child will be able to access the information given to the form and also any news for the day.

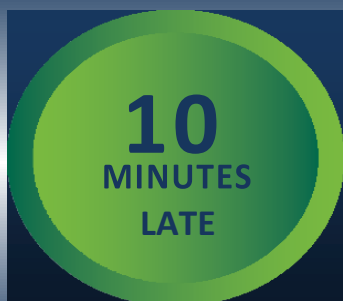
Being in school on time allows full access to all lessons – your child is entitled to a full-time education by law.

Good punctuality is highly regarded by school, colleges, universities, and employers.

Arriving late to registration or class, can be stressful, embarrassing, and may lead to future absence.

Encourage and support your child to have good punctuality as well as good attendance.

If you are having difficulty getting your child into school on time, please contact the school to let us know and/or to seek any support to resolve the problem.



If your child is 10 minutes late to school every day, it means they are missing the equivalent of one whole lesson every week



Medical appointments

Parents are encouraged to make all medical appointments outside school hours whenever possible, and to inform school in advance of any medical appointments. Unless it is an emergency, on the day of the appointment is not enough time for staff to ensure your child is ready to be collected. For absence to be authorised as a medical absence we do require evidence, such as an appointment card or appointment letter to be sent to schooloffice@psf.wirral.sch.uk. Where possible, try to ensure that your child gets their morning and afternoon registration marks if they have an appointment during the day. Parents or carers must come into our reception to collect their child in advance of the appointment please. This is for safeguarding purposes and we appreciate your co-operation.

In the event of absence

If your child is unable to attend school, please call the school absence line on 0151 342 0570 or email schooloffice@psf.wirral.sch.uk

Please leave the following information:

- Your child's name and form
- Nature of illness

Please contact school **every day** before 8.40am to inform us of your child's absence.

On your child's return to school, a letter, and where appropriate, any medical evidence to explain the absence must be provided.

STEP 1

We will send a 'truancy message' on each day of absence if we have not heard from you.
We do this in line with our safeguarding procedures.

STEP 2

If your child's absences are increasing, we will invite you into school for a meeting to offer additional support.

A member of the pastoral team and our local authority
Attendance Officer will meet with you to make a plan of support/action.

STEP 3

If absence persists, we may make a referral to the local authority.

If all other ways of trying to improve attendance have failed and unauthorised absence persists, the local authority will issue an Education Penalty Notice (EPN) and possibly take steps to prosecute you.

Please note, we will work with you to avoid Step 3. It is important that you work with us too.

Contact details for Pensby High School



Pensby High School

Irby Road

Heswall

Wirral

CH61 6XN

0151 342 0570

Website: www.pensbyhighschool.org

Email: schooloffice@psf.wirral.sch.uk
