

September 2024

Dear Parent/Carer

Attendance

Our primary goal at LHS is to create a safe and supportive environment for your child’s academic and personal growth. To achieve our goal, we need students to be in school.

There is a correlation between attendance and attainment, with the Government reporting that students with less than 95% attendance are less likely to achieve a 9 to 4 grade in English and Maths than their peers with above 95% attendance. Additionally, evidence shows that attendance is linked to personal development, with students with good attendance enjoying better wellbeing.

Last year we wrote to you about attendance being a key focus and our drive to see improvements. Whilst we have seen gains in attendance, with your support we can do more.

Our Expectations

There are 190 days per academic year. We want to support students in achieving 100% attendance by being in school on all 190 days. However, our **minimum expectation** is that students achieve 96% attendance. We categorise attendance using the following parameters:

ATTENDANCE CATEGORY	ATTENDANCE PERCENTAGE	COLOUR CODING
Excellent	96-100%	
Good	95 - 95.9%	
Requires Improvement	92 – 94.9%	
Cause for Concern	91.9% - 90%	
Persistently Absent	89.9% and 80%	
Severely Absent	Below 80%	

Each day consists of 5 lessons. One missed day at school results in 5 lessons being missed.

10 days absence = 95% attendance = 50 lessons missed
 20 days absence = 89% attendance = 100 lessons missed
 29 days absence = 85% attendance = 145 lessons missed



Longbenton HIGH SCHOOL

38 days absence = 80% attendance = 190 lessons missed

47 days absence = 75% attendance = 235 lessons missed

If a student were to have 89% attendance throughout Year 7 to Year 11 they would have missed 500 lessons during their time at high school.

Reporting an Absence

If an absence is known in advance, parents/carers are asked to contact school in writing via attendance@longbenton.org.uk. If an absence is unplanned, parents/carers are requested to call the school **before 8.30am** on the morning of each day their child is absent. If no phone call is received, then the school will attempt to make contact with home to check on the reason for absence via telephone. Every effort will be made throughout the day to contact the family. In the event we have been unable to make contact for three consecutive days of absence we will endeavour to conduct a welfare check, either via telephone, a partner agency or in some cases a home visit.

Receipt of a reason for absence does not automatically authorise an absence. Please refer to our attendance policy for the absence codes used.

Term Time Holidays

Due to the importance of attendance on student wellbeing and attainment, we have made the decision to align our attendance policy with both government guidance and other local schools and issue a fine for term time holidays.

Under new guidance published in August 2024, schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons including term time holidays. The fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you have booked a term time holiday you must alert us via email at attendance@longbenton.org.uk.

We want our students in school to access everything LHS has to offer. If your child finds it difficult to attend school and needs additional support, please contact the pastoral team as we want to work together to help your child achieve their full potential.