



9 March 2022

Dear parent/guardian/carer

Information for all parents and carers on the importance of school attendance and attendance process.

Poole High School is committed to ensuring the very best for all our students and to work with parents and carers, to support our students and their families. We are very mindful of the impact of any school absence, especially with the continued effects of the pandemic. There is very clear, well researched evidence, to link poor attendance and low levels of achievement. The impact of missing school increases as students miss vital curriculum coverage and we know that every minute matters; indeed, we plan our curriculum carefully with this mantra in mind.

We have continued to use attendance to school as an element (25%) of our school recognition system – ‘the 100 score’. Absence due to COVID or other exceptional circumstances is considered and ‘*boost points’ are added where appropriate, but we feel it is essential that our students understand the impact of missing school. We use the 100 score as a tool to help our students to be successful, understand what will be expected by employers in the future and to ensure positive attitudes to life-long learning. We also link the 100 score to some of our rewards.

Attendance Reminders:

- ✓ If your child is absent from school, please call or email for each day that your child is absent. Please contact the Attendance Office rather than the Year Office. Details can be found here: <https://poolehigh.co.uk/contact/staff>
- ✓ Wherever possible please make any medical appointments outside of school hours or within school holidays.
- ✓ If a student is absent, it is their responsibility to ensure that any homework is caught up, alongside any additional tasks set by their subject teachers.
- ✓ We cannot authorise **any** leave of absence during term time unless there are exceptional circumstances on request from the school attendance officer.
- ✓ All schools hope that we do not need to take action for persistent unauthorised absence, however we have an attendance process in place to ensure that any issues are addressed and attendance improves. The attendance panel can recommend several outcomes but most commonly these are either a ‘Fixed Penalty Notice’, a parenting order or seeking prosecution which could result in a more serious fine or punitive measure.

Punctuality Reminders:

- ✓ The school day starts at 8.25am and students must be in their tutor rooms for 8.25am; the first bell for the school day will go at 8.20am to give students a signal that they should make their way to their tutor room.
- ✓ Any student who is late to school within the period of registration will be marked as ‘L’ (late). If a student arrives after 8.55am they will be marked as ‘U’ (unexplained, unauthorised absence) and this will impact their school attendance.
- ✓ We have a ‘Late Room’ for any student who arrives after the 8.25am bell to ensure that all students receive their basic checks for uniform, equipment and homework. We do not accept disruption to any subject or tutor session due to lateness.
- ✓ Persistent lateness (if a student is late more than once in a term), will result in a sanction such as a lunch time or after school detention.

- ✓ We are frequently asked to provide references for both current and previous students. We ask students, particularly those in Years 10-13 to really consider the impact of poor punctuality on their future school reference.

The impact of the pandemic is increasingly evident among our students. We are doing all we can to ensure a calm, consistent and conducive learning environment for everyone. **Absence from school makes this even more challenging for both staff and students. If your child is absent due to Covid related isolation and is unwell but able to work from home, please ensure that they complete the work provided on the Google Classroom.** If you have any concerns about this please contact the Attendance Officer in the first instance who will be able to assist.

If you have any concerns about your child's attendance, please do get in touch with your allocated Attendance Officer. You can monitor your child's attendance at school using the SIMS application and further guidance on how to access this can be found on our website: <https://poolehigh.co.uk/students-parents/systems-and-links/sims-parent-app>

Expectations and Behaviour:

A reminder of expectations and behaviour is listed on our school website: [Expectations and Behaviour | Poole High School](#)

Thank you for your continued support.

Yours sincerely



Mrs V Stillman
Assistant Headteacher
Progress, Attendance and Intervention

Attendance Data and Information:

Attendance Matters

On Time: First Time, Every Time



Above 97%: less than 6 days absence per year.

These students have every chance to succeed and in our last released data 98% of these students achieved a grade 4 or higher in English, Maths and at least 3 other subjects. An overall Progress 8 of 0.83 (nearly a grade higher than expected in every subject).

95% attendance: 10 days absence per year.

These students benefit from overall good attendance and are well placed to make progress at school.

90% attendance: 19 days absence per year.

On average these students are missing half a day of education every week or a month of school each year: it will be difficult for these students to achieve their best.

85% attendance: 29 days absence per year.

This level of absence (<90%) is seen as 'persistent absenteeism' and there is a real risk that these students will not achieve their potential. This level of absence equates to 6 school weeks of the year. Just 45% achieved a grade 4 or higher in English and Maths and at least 3 other subjects.

80% attendance: 38 days absence per year.

These students are not benefiting fully from their entitlement to an education. Students with attendance of <80% did not achieve expected progress at GCSE in our last released data. Parents of students in this group could be at risk of a Fixed Penalty Notice or parenting order or prosecution if any absences are unauthorised.

Minutes late per day	= Days of learning lost per year
5	3.2
10	6.5
15	9.5
20	12.5
30	19



NHS Guidance on School Absence: more detail can be found here: <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

When should my child return to school?



Chicken Pox When all spots have crusted over	Conjunctivitis None*	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever None*	Hand, foot & mouth None*	Impetigo When lesions are crusted & healed or 48 Hours after commencing antibiotics
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies After first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek None*	Whooping Cough 48 Hours after commencing antibiotics
Flu Until recovered	Head Lice None*	Threadworms None*	Tonsillitis None*		

This information is based on the Public Health Agency guide - full copy here

*No need to stay off but school or nursery should be informed.

Attendance Officer Year 7 and 8:

Ms M Kelly:

Y7attendance@poolehigh.poole.sch.uk

y8attendance@poolehigh.poole.sch.uk

Attendance Officer Year 9 and 10:

Mrs A McMath

Y9attendance@poolehigh.poole.sch.uk

Y10attendance@poolehigh.poole.sch.uk

Pastoral Manager and Attendance Officer Year 11:

Mrs H Warren

Y11attendance@poolehigh.poole.sch.uk