



Attendance Information for Parents

2022 - 2023



Being at school

Being at school is a very important part of any students life. It enables them to learn, make friends, develop their knowledge, skills and character to prepare them for their future adult life. School and parents/carers need to work together in making this a success. It is your responsibility to make sure that your child makes the most of this opportunity by attending regularly.

School Times

The school day at West Lancashire Community High School begins at 8.45am. with morning lessons beginning at 9.15am. Afternoon register takes place between 1.15pm and 1.30pm. The school day finishes at 3.15pm.

Taking the Register

Schools have a legal duty to record the attendance of every student or record them absent or late. The register is taken at the beginning of each day and after lunch. If a student has to leave school for any reason during the school day this must be arranged by you as their parent/carer. In this instance you should contact the school office who will inform class teams. If your child returns to school they must sign in at the School Office. Students will not be allowed home because of illness unless you can be contacted.

Getting to school on time

When the whole class arrives on time and registration can take place smoothly then the day starts off so much better. When students arrive late they miss out on an important part of the school day. Any student arriving late must sign in at Reception. If there are any patterns or persistent lateness then you will be contacted by the school to discuss this in more detail.

Why is good attendance important?

Students with good attendance records benefit in the following ways:

- **Continued access to learning.**
- **Improved outcomes in lessons, classroom activities and PLG's.**
- **Better outcomes in their accreditation pathways.**
- **Continuity of relationships and friendships.**
- **Good habits formed for later life.**

Attendance and punctuality

At West Lancashire Community High School, we have very high expectations regarding attendance. To support this we will make contact to all absences if there has been no notification beforehand. There may be follow up calls if the absence is for a longer period and communication from home is not maintained. School may offer support if deemed appropriate to get your child to school though this may not be an option all of the time.

Absence from school

By law, schools must record absences and the reasons given. You are therefore requested to contact school on every day of your child's absence; by telephoning the School Office on 01695 721487 before 8.30 am. To support school in recording planned authorised absences, it is helpful to see any referral or appointment letters that confirm dates and times. We would encourage you to try and make all appointments outside of school time. It is vitally important that you communicate with school and keep us informed at all times.

Fixed Penalty Notices

Under Section 23 of the Anti-Social Behaviour Act 2003 parent/carers commit an offence if their child fails to attend school regularly and the absences are classed as unauthorised (those for which the school cannot or has not given prior permission). Depending on the circumstances, such cases may result in prosecution, which does require an appearance in Court, whilst still seeking to secure an improvement in a student's attendance. Should your child reach ten sessions (5 days) of unauthorised absence a fixed penalty notice of £60.00 / £120.00 may be issued.

What is good attendance?

- Our target is for every student to achieve above 92% attendance.
- An attendance percentage of 90% might appear to be good but is equal to one school day missed per fortnight.
- If this continues from Year 7 to Year 11, a total of six months education and skill development will be lost.
- An attendance record of 80% is equal to one day missed per week.
- If this continues from Year 7 to Year 11 a total of one year's education will be lost.

What is an unauthorised absence?

Only the school can authorise an absence. An explanation given by a parent/carer is not necessarily sufficient for the school to authorise an absence.

According to guidelines given to schools by the Department for Education an absence may only be authorised if it is due to:

- Student illness
- Appointments agreed by the school (this includes medical appointments, interviews and other special circumstances).
- The student being unable to attend due to unavoidable causes.
- Religious observance where applicable.