



Sir Harry Smith
COMMUNITY COLLEGE
AMBITION & ASPIRATION FOR ALL



Attendance

**Important information for Students,
Parents and Carers**

January 2024

Introduction

At Sir Harry Smith Community College, we believe it is vitally important for students to attend school regularly and punctually. Our expectation is for students' attendance to be at least 97% each academic year. This will give them the best opportunity to progress, achieve their full potential and gain positive academic outcomes. Good attendance and punctuality will also encourage students to become responsible and resilient individuals which will serve them well in their future working lives.

Standards

At Sir Harry Smith we;

- Expect every student to attend school for **at least 97%** of the time.
- Expect students to arrive on time **every day**.
- Will support parents in their legal responsibility to ensure their child attends school regularly and punctually.
- We believe family holidays will **not** be taken during term time. We are not obliged to authorise requests for holidays during term time.



Parents should contact us by telephone on the first day and each subsequent day of their child's absence. The College should be informed of any planned absence in advance. Where a student has been absent for 3 consecutive days, without daily contact with parent/carer, a home visit to check on student welfare and safety will be carried out in accordance with Keeping Children Safe in Education Government legislation.

Policy and Procedures

Punctuality

It is the responsibility of parents to ensure that their child attends school on time. Students who arrive late to school without good reason will have a discussion with their tutor and the behaviour policy will be followed.

Our House Teams will work with parents to overcome barriers which prevent students arriving on time. If punctuality problems persist, we may involve our Attendance Team.

Students should be on the College site by 8.30am every day.



Reporting an absence

If your child cannot attend school because they are unwell, please contact the College on their first day of absence by contacting us at:

Tel: 01733 703991

Email: studentabsence@sirharrysmith.com

Parents/Carers must report their child's absence daily, until they return back to school. Please note on the first day of absence, if parents/carers, have not contacted the college we will contact home directly. If there is no answer, then an email or text will be sent. Please ensure you contact the College on your child's first

day of absence if they are unwell and respond to any communications from the College. If there has been no contact with parents/carers after 3 days a welfare visit will be carried out in line with Keeping Children Safe in Education.

Recognising Good Attendance and Punctuality

At Sir Harry Smith Community College, we may use a range of measures to praise and reward students who meet their attendance and punctuality targets. This will include achievement assemblies where students will receive rewards and be entered into prize draws.

Addressing Poor Attendance

At Sir Harry Smith Community College, we work diligently to help students attend well. We will communicate regularly with parents and always provide support to overcome barriers to good attendance.

We will also involve our Attendance Officer to work with families when attendance falls to unacceptable levels. Any student whose attendance falls below 90% and fails to meet interim thresholds throughout the year is likely to become a **Persistent Absentee (PA)**. In these cases, further absence due to illness or medical reasons will not be authorised unless supported by additional medical evidence such as a GP appointment card or letter. Students in this attendance category will be monitored closely by our Attendance Officer, Mrs Maddy, who will conduct regular home visits and hold meetings with parents. Should there be no improvement in attendance, in these cases, we will seek intervention from the Education Welfare Service and ultimately pursue court action.

Please refer to the Attendance Stages on the next page to identify the different stages of action should your child's attendance fall below our expectation. Please be aware that the percentage values are for guidance only and a student can be 'fast tracked' to any stage as is deemed appropriate.

Holidays in Term Time

At Sir Harry Smith Community College, we believe family holidays should **not** be taken in term time. We will not authorise any holidays except in exceptional circumstances.



Attendance Stages

Stage 1

Green (Rewards and Recognition)

**97%
Above**

If your child attends school above 97% of the time they will receive regular positive recognition, a range of rewards and above all the best opportunity to achieve academic success.

Stage 2

Amber 1 (Phone Call and Letters Sent Home)

**96% to
93%**

If your child's attendance falls into this band their Tutor will contact you by telephone to discuss any barriers to good attendance and offer support to improve attendance. If attendance continues to fall, then letters will be sent home and support meetings will take place.

Stage 3

Amber 2 (Attendance Concern Meeting)

**92.99%
to
90%**

If your child's attendance falls into this band, a letter will be sent inviting you to an Attendance Concern Meeting with the House Leader. At this meeting barriers to good attendance will again be discussed, improvement actions, an agreed support plan set up and attendance targets set.

Stage 4

Red 1

**86%
to
90%**

If your child's attendance has not improved since the Amber 2 letter, you will be required to attend a parent contract Meeting (PCM) with the Attendance Officer and the Education Welfare Service. Final targets for improvement will be set and prosecution procedures explained. If the final targets are still not met, then the Education Welfare Service will move to prosecute.

Stage 5

Red 2 (Legal Action and Prosecution)

**90% &
Below**

If your child's attendance has not improved the Education Welfare Service will move to legal prosecution.

Additional Information

Unavoidable Absence

Absences which are considered **unavoidable** may be **authorised** by Sir Harry Smith Community College. These include:

- General illness, unless your child is classed as a PA.
- Attending a religious festival or ceremony with family.
- A medical or dental appointment that could not be made outside of school hours.
- Being in hospital or having hospital treatment.
- Attending a funeral with family.
- Attending an interview for a job or place at a college.
- Taking part in a public performance or an examination.

Please inform the College on the first day of each subsequent day of absence.



Avoidable Absence

Absences which are considered **avoidable will not be authorised** by Sir Harry Smith Community College. These include:

- Trivial illness or looking after an ill relative.
- Looking after the house or waiting for workmen/deliveries etc.
- Being on holiday for 10 days or more.
- Looking after brothers or sisters, including dropping them off at school or nursery. Please note we do have a Young Carer Group and provide support for them, please contact Mrs Crick.
- Helping with housework or a family business.
- Being unhappy or not getting on with others at school.
- Being up late the night before, including for family problems.

We are keen to work with you and to support you and your child. If there is anything we can do to help you, please do not hesitate to contact us.



Contacting Us

Address: Eastrea Road, Whittlesey
Peterborough Cambridgeshire PE7
1XB

Telephone: 01733 703991

Email: Reception@sirharrismith.com

Website: www.sirharrismith.cambs.sch.uk

To report a student absence:

Telephone: 01733 703991

Email: studentabsence@sirharrismith.com

To discuss any issues regarding your child's attendance with a member of College staff please call:

College Attendance Officer

Mrs K Maddy

House Contact Details:

Attenborough: Mr T Cooper, Mrs Redman

Parks: Mr D White, Mrs Dhatrika

Curie: Mr A Rothery, Mrs Warrener

Einstein: Mr A Gregory, Miss Wiles

Shakespeare: Mr D Hewitt, Mrs Buddle