



Sir Harry Smith
COMMUNITY COLLEGE
AMBITION & ASPIRATION FOR ALL



Attendance

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

Sept 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 8.20am 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. An application for term time leave must be made in advance using a Leave of Absence Request form, which is available on the school website.



Attendance Stages

Stage 1 - 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 - Early Absence Support

**96%
to
93%**

If your child's attendance falls into this band, their Tutor will contact you 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 - Formalised Support

**92.99%
to
90%**

If your child's attendance falls into this band, their Tutor will contact you 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 meeting will take place.

An Attendance Contract will be offered to formalise support, this is a 3-6 month plan of improvement to prevent further escalation

Stage 4 - Warnings – Concerns Remain

**90%
&
Below**

If your child's attendance is not improving and support has been unsuccessful &/or declined, a 'Formal Warning' or a 'Notice to Improve' Letter will be issued to re-inforce the need for immediate improvement. The Attendance Officer will work the Education Welfare Service to set final targets for improvement and prosecution procedures will be explained.

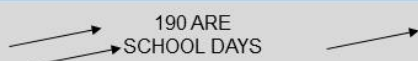
Stage 5 – Legal Action – No improvement

**90%
&
Below**

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

ATTENDANCE & LEARNING MATTERS!

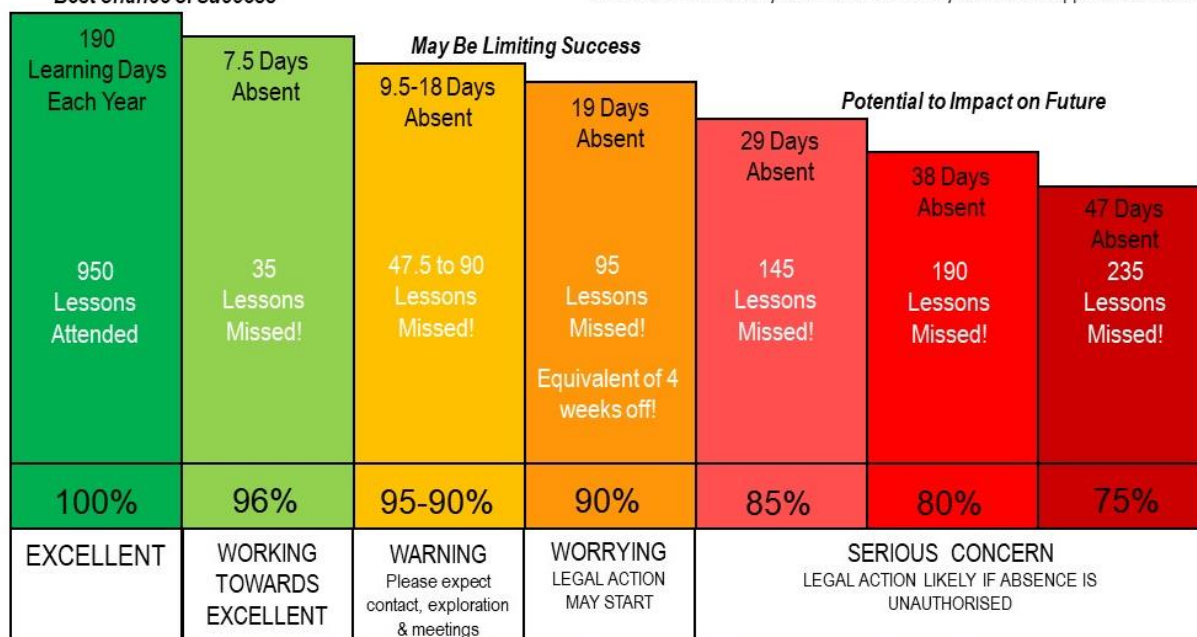
365 DAYS IN EACH YEAR



= 175 NON SCHOOL DAYS A YEAR...to spend with family, visit family & friends, holidays, shopping, and non-urgent medical appointments

Best Chance of Success

90% Attendance for 5 years = HALF a school year missed! Approx. 450 lesson hours!



IMPORTANT: Support is Available at ANY % Level - Please Talk To Us

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 (90% attendance or below).
- 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.
- 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@sirharrysmith.com

Website: www.sirharrysmith.cambs.sch.uk

To report a student absence:

Telephone: 01733 703991
Email: studentabsence@sirharrysmith.com

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

College Attendance Officer
Mrs K Maddy

Attendance Lead
Anna Wahlandt (Deputy Head)

House Contact Details:
Head of House and SSA
Attenborough: Mr T Cooper Mrs A Redhead
Parks: Mr D White, TBC
Curie: Mr A Rothery, Mrs A Warrener
Einstein: Mr A Gregory, Miss M Izatt
Shakespeare: Mr D Salt, Mrs Buddle