

Attendance at Taverham High School

We expect students to attend school for 100% of the academic year.

- Having good attendance at school is extremely important.
- Being absent from school means students miss out on essential parts of their education, which in most cases links to underachievement.
- Full attendance is critical if students are to make the best use of their opportunities.
- All students have their attendance monitored rigorously. Where there is a concern about low attendance, it may be necessary to invite parents/carers in to offer support and discuss any concerns.
- Please support the school by sending your child into school.
- If you fail to send your child to school without a valid reason, it is an offence under the Education Act (1996) and this may lead to a fixed penalty notice fine or prosecution.
- If your child has concerns about coming to school or appears to be struggling, please do contact either the Attendance Team, Student Support or the relevant Head of Year.

Attendance and legal intervention

The Local Authority operates a system where any student will meet the criteria for legal intervention if they have at least 9 sessions (4.5 school days) lost to unauthorised absence by the student during a 6-school week period.

The intervention could be in the form of a fixed penalty notice fine. Students who meet this criteria will be referred to the Local Authority for action to be considered.

If a fixed penalty notice fine is issued, the arrange for the payment will e detailed on the notice. The penalty is £60 if paid within 21 days of receipt, rising to £120 if pain after 21 days but within 28 days. A parent may receive more than one separate penalty notice resulting from unauthorised absence. When penalty notices are issued each parent will reive one per child. Therefore, each parent could reeve multiple notices if they have more than one child who has been absent. School is obliged to make you aware that failure to pay the total amount within the timescale will result in legal action being taken. In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a further penalty notice in the same academic year and may instead choose to prosecute a parent under the Education Act 1996 S4444. There is no right of appeal by parents against fixed penalty notice fine.

Please see the website for the full copy of the attendance at school and legal intervention letter.

Reporting your child absent

- If your child is absent, due to illness, it is important that you contact us before 8.30am on the first day of absence and on the morning of every day of absence thereafter.
- You can report an absence in the following way:
 - Email: attendance@taverhamhigh.org
 - Telephone: 01603 860505 - Option: 1
- If your child has a medical appointment, we ask that you inform us prior to the appointment. Where possible, we ask that you make routine appointments outside school hours. For most routine appointments, school will only authorise, at most, half a day. For appointments mid-morning, we encourage students to be in school prior to the appointment.
- For those parents who have been asked to provide medical supporting evidence for all absences, you are able to provide: letters from medical professionals/appointment cards/named and current dated medication. Alternatively, you can complete the Joint Medical Protocol Form – please see the website for the form.
- If a student has not registered in the morning, a SMS text message is sent in the first instance to Contact 1 on the student database. We ask you to respond promptly.

Poor Punctuality

All students are expected to arrive on time for school every day. The warning bell is sounded at 8.25am; this is the time students should be making their way to their first lessons. Another bell is sounded at 8.30am; this is the final bell and teaching staff take the class register. Those students who arrive after the 8.30am bell will be registered as arriving late.

If a student is late, this can disrupt the learning of others and impede on students' progress in lessons. Students with 3 or more lates within a week will receive a sanction (this includes lateness to lessons). Late before registers are closed (from 8.30am – 9.00am) will incur code: L.

If a student arrives after 9.00am without a valid reason, it is recorded as code: U. This is classified as an unauthorised absence for the whole of the legal morning session and will impact on the student's overall attendance percentage.

Persistent lateness may lead to a fixed penalty notice fine.

However, it is better to arrive late than not at all!

Application for Leave of Absence from school during term time

A leave of absence form must be completed in advance for all absences from the academy. This form can be found on [our website](#) or available from reception.

If you are planning a holiday during term time, please be aware that school follows the government's directive not to authorise holidays/leave of absence unless there are exceptional circumstances.

Applications for leave of absence received on the first day of absence or retrospectively will automatically not be authorised.

Please ensure you read the government guidelines and sign the form.

Attendance Team

Mrs S Dalgleish: attendance officer

Mrs T Nash: attendance assistant

Ms R Ricketts: attendance lead