

# A Commitment to Excellence



Wade  
Deacon  
High  
School

*Wade Deacon Trust*

## Attendance Matters

A Guide for Parents & Carers

# Why is attendance important?

The aim of this booklet is to outline the importance of regular attendance at school in order to emphasise the impact it can have on your child's academic progress. You will share our belief that good attendance at school is vital for any child's academic and social development. It enables students to achieve their potential in the classroom and to build friendships within their own peer group that are so important.

Wade Deacon has a minimum target of 97% attendance for every child. A student who has 90% attendance misses almost 4 weeks of the school year. That's over 100 hours of learning. Visit the attendance section on the school website to learn more about the link between absence and attainment.

If young people do not attend school regularly, they will experience difficulty in keeping up with their studies. In addition, they also miss out on the many activities and opportunities that we offer at Wade Deacon High School.



It is important that we help our young people to get into the good habits that they will need in the work place. Excellent attendance and punctuality are essential in their future employment and we regularly receive requests from potential employers for references regarding attendance and punctuality. Data shows that there is a clear relationship between attendance and progress. In previous years, pupils with attendance between 96% and 90%, on average, had an average attainment score 15% lower than those who had attendance above 99%.

Students who develop a poor pattern of attendance and punctuality will be monitored by the Attendance Team and you may be invited into school for a meeting with the Home School Liaison Officer, the Educational Welfare Officer and a Senior Leader.

As a parent or carer, you are legally responsible for ensuring that your child attends school regularly and is punctual. If you fail to ensure this, you are committing an offence under the Education Act (1996) which may lead to a fine of up to £2500 and/or a prison sentence. You may also find yourself issued with a penalty notice.

Persistent Absence (PA) is classed as any absence that equates to over 10% of the academic year at any given time. Any student that appears on the PA list may be monitored formally by the Education Welfare Officer.



# Absence

If your child is absent from school through illness you will need to supply a covering note in order for Wade Deacon to consider authorising the absence. If your child is being monitored by the Educational Welfare Officer or by the Attendance Team at Wade Deacon then medical verification must be provided in order for the absence to be authorised.

You are asked to contact the school on the first morning of absence by 9.00am either by telephone (0151 423 2721) or email (**absence@wadedeacon.co.uk**) and contact each day that the absence continues, in line with our attendance policy.

Absences of 10 sessions or more will not be authorised unless you provide medical verification in the form of an appointment card, prescription counter foil, doctor's note or packaging for medication. All evidence of absence must include your child's name and be dated by the medical service that your child has visited. This should be handed in on the first day that they return to school. At any point during an absence, the Home School Liaison Officer or a member of school's Pastoral Team may visit in order to satisfy safeguarding regulations and offer support where necessary.

We ask that all medical appointments are supported by an official letter or appointment card prior to the appointment being taken. Appointments for routine check-ups should be made at the end of the school day or during school holidays. If medical appointments fall in the school day, your child should attend school prior to the appointment, as well as returning to school after their appointment to ensure they get their morning and afternoon mark. Your child's absence will be recorded as unauthorised on the school register unless official documentation is provided. Where this is provided, the absence will be recorded as an authorised absence.

# Penalty Notices

If your child exceeds 10 sessions (which equates to 5 days) of unauthorised absence during the school year, you may be issued with a penalty notice. The penalty notice is £60 per child for each parent or carer. If the fine remains unpaid after 21 days the penalty increases to £120. If the notice remains unpaid after 28 days the Local Authority may commence proceedings under the 1996 Education Act 444(1).

If a parent or carer reports that a child is absent from school due to illness and subsequently it becomes apparent that the child has been absent for the purpose of a term time holiday, the school will ask for medical verification or a completed leave of absence form.

There are many stories about parents and carers choosing to simply decide to pay the penalty notice as a cheaper alternative to an expensive holiday. However, if a parent or carer does this once, the next time they take leave of absence without authorisation it could be seen to be an “aggravated offence” and therefore they could incur a prosecution, which could result in a higher level of court action.



# Leave of Absence

The Education Regulations make clear that Headteachers/Principals may not grant leave of absence during term time unless there are exceptional circumstances. In exceptional circumstances the school will consider a request for a leave of absence for one period of absence during the academic year. Weddings and family events are not classed as special or exceptional circumstances.

You need to complete a Leave of Absence Request Form, provide evidence to support your application and return it to school at least six weeks prior to the proposed date of absence.

To support pupils' progress, when requesting leave of absence, parents and carers will be invited into school to discuss an appropriate plan for pupils to catch up on any missed work.

# Rewards

Excellent attendance is celebrated throughout the year in the form of prize draws, RISE points and celebration breakfasts. If your child achieves 100%, they will receive a letter in recognition of this achievement. A copy of this will be placed on their personal file in school.

Pupils with poor attendance or punctuality may not be invited to excursions, trips, prom, etc.



# Term Dates 2019- 2020



## Wade Deacon High School

Wade Deacon Trust

Exceptional Values

Exceptional Learning & Teaching

Exceptional Achievement

### Term Dates 2019 - 2020

Week	SEPTEMBER				
	A	B	A	B	
Monday	2	9	16	23	30
Tuesday	3	10	17	24	
Wednesday	4	11	18	25	
Thursday	5	12	19	26	
Friday	6	13	20	27	
Saturday	7	14	21	28	
Sunday	1	8	15	22	29

Week	OCTOBER				
	A	B	A	B	
Monday	7	14	21	28	
Tuesday	1	8	15	22	29
Wednesday	2	9	16	23	30
Thursday	3	10	17	24	31
Friday	4	11	18	25	1
Saturday	5	12	19	26	2
Sunday	6	13	20	27	3

Week	NOVEMBER				
	A	B	A	B	
Monday	4	11	18	25	
Tuesday	5	12	19	26	
Wednesday	6	13	20	27	
Thursday	7	14	21	28	
Friday	8	15	22	29	
Saturday	9	16	23	30	
Sunday	10	17	24	1	

Week	DECEMBER				
	A	B	A	B	
Monday	2	9	16	23	30
Tuesday	3	10	17	24	31
Wednesday	4	11	18	25	
Thursday	5	12	19	26	
Friday	6	13	20	27	
Saturday	7	14	21	28	
Sunday	8	15	22	29	

Week	JANUARY				
	B	A	B	A	
Monday	6	13	20	27	
Tuesday	7	14	21	28	
Wednesday	1	8	15	22	29
Thursday	2	9	16	23	30
Friday	3	10	17	24	31
Saturday	4	11	18	25	
Sunday	5	12	19	26	

Week	FEBRUARY				
	B	A	B	A	
Monday	3	10	17	24	
Tuesday	4	11	18	25	
Wednesday	5	12	19	26	
Thursday	6	13	20	27	
Friday	7	14	21	28	
Saturday	1	8	15	22	29
Sunday	2	9	16	23	

Week	MARCH				
	A	B	A	B	A
Monday	2	9	16	23	30
Tuesday	3	10	17	24	31
Wednesday	4	11	18	25	
Thursday	5	12	19	26	
Friday	6	13	20	27	
Saturday	7	14	21	28	
Sunday	1	8	15	22	29

Week	APRIL				
	B	A	B	A	
Monday	6	13	20	27	
Tuesday	7	14	21	28	
Wednesday	1	8	15	22	29
Thursday	2	9	16	23	30
Friday	3	10	17	24	
Saturday	4	11	18	25	
Sunday	5	12	19	26	

Week	MAY				
	B	A	B	A	
Monday	4	11	18	25	
Tuesday	5	12	19	26	
Wednesday	6	13	20	27	
Thursday	7	14	21	28	
Friday	1	8	15	22	29
Saturday	2	9	16	23	30
Sunday	3	10	17	24	31

Week	JUNE				
	A	B	A	B	A
Monday	1	8	15	22	29
Tuesday	2	9	16	23	30
Wednesday	3	10	17	24	
Thursday	4	11	18	25	
Friday	5	12	19	26	
Saturday	6	13	20	27	
Sunday	7	14	21	28	

Week	JULY				
	B	A	B	A	
Monday	6	13	20	27	
Tuesday	7	14	21	28	
Wednesday	1	8	15	22	29
Thursday	2	9	16	23	30
Friday	3	10	17	24	31
Saturday	4	11	18	25	1
Sunday	5	12	19	26	2

Week	AUGUST				
	B	A	B	A	
Monday	3	10	17	24	31
Tuesday	4	11	18	25	
Wednesday	5	12	19	26	
Thursday	6	13	20	27	
Friday	7	14	21	28	
Saturday	8	15	22	29	
Sunday	9	16	23	30	

Inset (Staff only in school)

GCSE Results (provisional date)

Holiday

Public Holiday

'A Commitment to Excellence'



# What can you do to help?

It is important that you inform us of any medical or emotional issues that may be affecting your child's attendance to enable us to offer the appropriate support. If you suspect that your child is experiencing any problems or issues at school that may be affecting their attendance, please make contact with us as soon as possible via their Personal Tutor. This will alert us to any problems and help us to work with you towards resolving any issues. It is important that your child understands that you are working with the school to ensure that there are no barriers to learning and that you do not condone absence.

If requested, provide medical verification to support an absence from school. We ask that you update us every day of your child's absence from school and provide a note on the first day of your child returning to school. Ensure that your child's full name, personal tutor group and dates of absence are all included within the note.

If you have been requested to provide medical verification by the school or Education Welfare Officer, please send this in for any absences to be authorised.

You can contact the school by telephone (0151 423 2721) or email ([absence@wadedeacon.co.uk](mailto:absence@wadedeacon.co.uk)). Please state your child's full name, date of absence, personal tutor group and an explanation for their absence.

Can we please make a polite request that information discussed in this booklet is considered when making a decision as to whether your child is well enough to attend school? Minor coughs and colds are a disruption, but can be managed within school. Furthermore, students will always be given the chance to leave any required medication with first aid. Please ensure medication comes to school in **original packaging, including boxes** with your child's name on.



# Punctuality

It is important that all students conform to the school's expectations regarding punctuality to school and to lessons, outlined in our Pride & Promises.

Late arrival to school results in a break time detention on the same day. Students who fail to attend the detention will then attend a 30 minute detention after school on the following day. Failure to attend these prescribed detentions will lead to a Standards Detention of 1 hour after school on a Friday where relevant pupils will be collected from Period 5 and escorted to the Main Hall by a member of the school's Leadership Team.

# Compulsory Catch Up

There is a clear link between pupil progress and attendance. To support pupil progress, pupils who have missed curriculum time will be required to complete Compulsory Catch Up to support their progress and reduce any knowledge gaps. In the event of missing curriculum time, pupils have got until the Friday of the week following their absence to complete any work that was missed, and ensure their teacher has signed it off as complete.

It is the responsibility of the pupil to identify and complete any work that has been missed. Pupils must present their catch up sheet to their Progress Leader or Assistant Progress Leader on the Friday of the week following their absence. If all work has not been completed, pupils will be required to stay behind where they will be supported by staff to complete their catch up work.

# Students' Responsibilities

Aim for 100% attendance.

Be punctual to registration and lessons. Students should be moving towards lines or Tutor Group at 8.35am for a prompt 8.40 start. Pupils arriving after this time will be marked late.

If after 8.40 report to reception to sign in and provide a note from home with an explanation for the late arrival to school. Visit the hall at break and complete your detention.

Be equipped and ready to learn.

Visit the toilets at break time and lunchtime.



# Emergency First Aid Referrals

Please note that Wade Deacon High School operates an emergency first aid facility only.

If a student is unwell during school hours, he or she must follow the correct procedure and be referred to first aid by a teacher with the appropriate completed referral note. The First Aider will assess each pupil individually and contact parents and carers should the child be unable to continue his or her lessons.

A pupil sent home sick by the First Aider will have the remaining school session recorded as an authorised absence, but further absence from school should be covered by a telephone call by 9.00am every day the absence continues and a covering note is required upon their return to school.

## Useful Telephone Numbers

Wade Deacon High School Telephone 0151 423 2721  
e-mail [school@wadedeacon.co.uk](mailto:school@wadedeacon.co.uk) (for general queries)  
e-mail [absence@wadedeacon.co.uk](mailto:absence@wadedeacon.co.uk)

Education Welfare Officer Telephone 0151 511 7367  
Halton Direct Link (Widnes & Runcorn) Telephone 0151 907 8300  
Halton Borough Council Telephone 0151 907 830  
Halton School Health Nurse Telephone 0151 455 5068



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**@Wadedeacon**

Principal Mr S. Corner

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Telephone: 0151 423 2721



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