

BEBINGTON HIGH SPORTS COLLEGE



ATTENDANCE

This leaflet is designed to help Parents and Pupils understand the School Attendance and Registration System.

If you are in any doubt, please contact the school on 0151 645 4154 and ask to speak to your Year Manager.





This leaflet explains and reinforces the excellent co-operation we share with you as parents in respect of existing practice at Bebington High Sports College. Attendance figures over the years have always been extremely high and reflect the importance we place on regular attendance.

Every member of staff shares that commitment and works with you in supporting your child, as does our Education Social Worker, when problems occur. Absence and truancy not only damage the educational progress of the student but can affect other students too.

Parents have a responsibility to ensure that their children attend school.



School has a responsibility to record and report absences, and convey to students and parents that regular attendance is vital and that unauthorised absence will not be tolerated.



The future for young people is changing rapidly. The nature of employment is being transferred by the use of new technology and global economic factors.

Young people need to achieve higher educational levels than at any time in the past. Non attendance at school, even for short periods of time, may jeopardise their future opportunities.



Parents and school, working together, have a responsibility to ensure good patterns of attendance which will enable every child to fulfil his/her potential in a fast changing world. This is essential both in terms of continuity of education and in recognising your legal responsibility for ensuring it.

The Facts

The Department of Children and Families Services has issued guidelines regarding attendance to all schools. Their guidance separates absences into two groups:

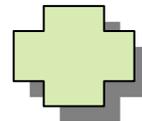
- Authorised
- Unauthorised

Parents can be prosecuted under the Education Act of 1993 for failing to ensure attendance.

Authorised absence

(All of these should be accompanied by a note from parents.)

- Genuine illness, medical/dental appointments



- A day set aside for religious observance by the religious group to which the family belongs



- Family bereavements



- Family holiday. The Headteacher may authorise one week's holiday for students with a minimum record of 94% attendance. Parents/carers are, however, strongly advised to take holidays outwith term time.



- Excluded pupils. Where a pupil is temporarily excluded, their absence will be treated as authorised. *(This will not require a note from parents.)*



Unauthorised absence

If no explanation for an absence is received on your child's return to school, it will be treated as unauthorised.



Examples are:

- Removing your child before the end of the day for no agreed reason(s)



- Minding the house or looking after other children



- Shopping trips within school hours



Even when an absence is authorised, we would be concerned if an excessive number of absences started to emerge which, in our opinion, seriously disrupted your child's education.

Your child's education will be affected if absent from school

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Parental Responsibilities

Parents are asked to remember the following points:

- Your child should attend school unless prevented from doing so through illness. Children who are persistently late not only disrupt the continuity of their own learning but also that of others. Registers are kept open for only 15 minutes (a.m.) after the commencement of the morning session. If your child arrives after registration has closed, he/she must sign in at the School Office to gain an attendance mark, as well as for Health and Safety reasons.
- Tell the school about absence due to illness, medical appointments etc. as soon as possible – telephone the school on 0151 645 4154. Government guidelines require us to have reasons for absence on your child's first day of absence, so it is vital that you contact us.
- Provide your child with a signed and dated note on return, giving the reason for the absence, *even if you have telephoned* – we need written proof. This should be given to the School Office. An example can be seen overleaf. In cases of prolonged illness we would wish to liaise directly with you so that we might provide work for home where it is appropriate, so please telephone the school if necessary.
- Try to avoid making appointments for your child during school hours. Where this cannot be avoided, please ensure that your child is collected from the school by either yourself or another responsible adult. No child will be allowed to leave the premises, even with your written permission, unless they are accompanied.
- Permission is needed for any absence not due to illness. Only in exceptional circumstances may this exceed a total of two weeks in any one academic year. Holiday application forms are available from reception and must be endorsed by the Headteacher.



School's Responsibility

This is our commitment to Parents and Students.

Formal education does not begin until children arrive to school.

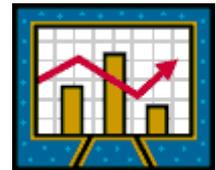
- The school will work with all parents to encourage good attendance and confirm it each term with your child's report.



- All unexplained absences will be followed up by computer generated letter. Parents may be contacted to seek support.

- The school will work with parents to do everything it can to maximise attendance.

- Our average attendance during 2007-2008 is 91%. This is good, but we need to improve it further.



- We will work to ensure that every learning experience is a valuable one.

- You will receive a telephone call from our automated system on the first day of absence to check the whereabouts of your child if you have not contacted us. This call will require a response. Failure to respond will initiate further contact.



- unexplained absences will be reported to the Education Social Welfare Officer and you may receive a visit. If your child's attendance is of concern, he/she will be placed on an Attendance Plan with specific targets for improvement. Failure to co-operate may result in a Fixed Penalty notice being issued.



- We will report your child's percentage of attendance to you at least once a term, or more frequently if we feel concerned about failing attendance. This information can also be obtained from the School Office at any time on request.



- All students with excellent attendance will be rewarded.



Example of an absence

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Date:

Address:

Dear Sir/Madam,

Re: (Child's FULL Name and Form)

I am sorry that (name) was absent from school on (date/s). He/she had (nature of illness).

Hopefully, he is now fit to return to school.

Yours sincerely,

(Parent /Carer signature)

We hope that you have found this leaflet informative and helpful. We cannot overstate how vitally important full attendance at school is for your child. It sets good habits for working life and ensures that your child will reach his/her potential in school. Good attendance also encourages strong friendship groups, which further helps to ensure that your child is happy and contented in school.

May we again emphasise that, if you have any concerns regarding the attendance of your child, you should contact your child's Head of Year at the school on 0151 645 4154 or the Education Social Welfare Service on 0151 637 6060 as soon as possible.

BEBINGTON HIGH SPORTS COLLEGE

Attendance

Further information can be obtained from:

Bebington High Sports College,
Higher Bebington Road,
Bebington,
Wirral
CH63 2PS

Tel: 0151 645 4154

Fax: 0151 643 806

Email: schooloffice@bebingtonhigh.wirral.sch.uk

www.bebingtonhigh-wirral.ik.org

