

## How you can help

The support young people get from home will help improve their life chances. You can help by:

- Making sure your child understands the importance of good attendance and punctuality.
- Taking an interest in their education. Ask about school work and encourage them to get involved in school activities.
- Discussing any problems they may have at school. Please contact our Pastoral Liaison Officer 01263 733270 ext. 212 or email [pastoral@aylshamhigh.norfolk.sch.uk](mailto:pastoral@aylshamhigh.norfolk.sch.uk) with any concerns.
- Telephoning on the first day of an absence **and daily notification until your child returns**. Please call Su Smith, Attendance Officer, on 01263 733270 ext. 158 or email [attendance@aylshamhigh.norfolk.sch.uk](mailto:attendance@aylshamhigh.norfolk.sch.uk).
- Do not let your child take time off school for minor ailments, particularly those which would not prevent you from going to work.
- Ensuring your child returns to school as soon as he/she is able to do so following illness.
- Providing our Medical Needs Officer with any medication your child may need so that they can take it as soon as required. Permission slips for medication are available from the Medical Office or on the school website in the parents/letters home section.
- Providing the school with medical evidence so that the absence can be authorised. This can be in the form of an appointment card, medicine boxes, etc. - these can then be photo-copied for the file. The school does not require a written note from the GP (unless requested for long periods of absence). Send in all medical information to Su Smith, Attendance Officer.
- Supporting your child and the school by attending parents' meetings.

- Where possible arranging appointments after school hours.

## The Law

The Education Act of 1996 requires parents to ensure their children of compulsory school age receive efficient full time education suitable to their age, ability, aptitude and to any special educational needs they may have.

The Law says that parents/carers, whose children of compulsory school age are absent from school without good reason are committing an offence. If despite support from the school your child continues to be absent without good reason; it may lead to the following legal action -

### EITHER

Prosecution of the case in the Magistrates' Court under the Education Act 1996 Section 444 (1). This means you are committing an offence even if your child is missing school without your knowledge. The offence carries a fine of up to £1,000 for each parent. If you do not attend court for the hearing the matter may be dealt with in your absence and a penalty imposed.

### OR

Prosecution of the case in the Magistrates' Court under the Education Act 1996 Section 444 (1A). This means that you knew your child was failing to attend school and failed, without reasonable justification, to ensure he/she did so. This offence carries a fine up to £2,500 and/or 3 months imprisonment for each parent. If you fail to attend court for such a case to be heard you could be arrested and brought to court.

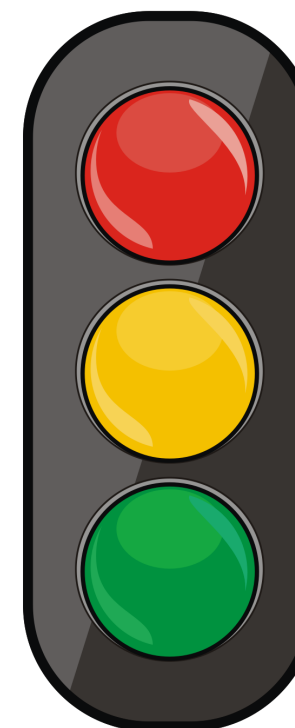
New government regulations from September 2013 regarding leave of absence require that we follow government guidelines. Further detailed information regarding the regulations can be found on the leave of absence form, which can be obtained from Su Smith, Attendance Officer.



Aylsham High School

*Part of the Aylsham Learning Federation  
It takes a Whole Community to Educate a Child*

## **ATTENDANCE** **Traffic Light Initiative** Information for families and learners



**Too Low**

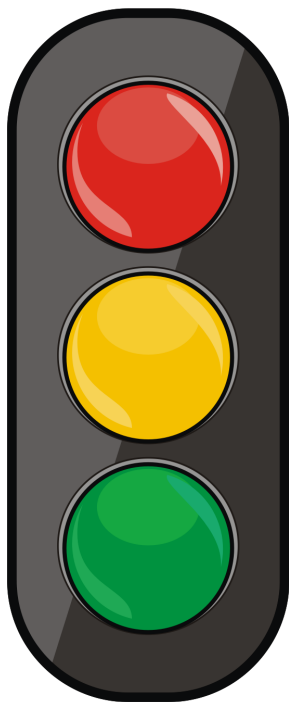
**At Risk**

**Attendance  
to Support  
Achievement**

**Every School Day Counts**

At Aylsham High school we are committed to providing all students with the best education possible. In order to do this we need all students to attend regularly and punctually throughout the year.

The Traffic Light Initiative is a way of further improving attendance levels.



**RED = 90% & Below**

**AMBER = 90.01-96.99%**

**GREEN = 97% & Above**

After each term we will share a traffic light attendance letter with you via SIMS Parent, informing you what traffic light colour your child has achieved for the academic year to date.

We are very pleased that the school already has many students whose attendance is excellent.

With families, learners and staff all working together attendance at Aylsham High School will be consistently excellent.

## Did you know?

If your child has 100% attendance they will be able to make the best of all the opportunities available to them. Children who attend above 90% are more likely to gain 5 or more A-C GCSEs or equivalent qualifications.

If your child has 90% attendance over the whole 11 years at school they will have missed over ONE year's education!  
91.1% = Missing 17 days of school in one year. Missing 17 days a year also means dropping one GCSE grade (on average).

Children with less than 85% attendance are unlikely to gain five A-C GCSEs or any qualifications. 82.1% attendance = missing 34 days of school in one year. If your child has 80% attendance over the whole 11 years at school, they miss over TWO year's education. Poor attendance like this will have a serious impact on education and life chances.

**We expect our students to maintain attendance of at least 95% or over throughout the year.**

**Even at 95% this means that TEN school days are missed over the year.**

**90% = TWENTY school days missed over the year.**

**85% = THIRTY school days missed over the year.**

**80% over five years = ONE WHOLE SCHOOL YEAR MISSED!**

**90% ATTENDANCE = A PERSISTENT ABSENTEE = POSSIBILITY OF PROSECUTION.**

In total there are 175 non-school days a year. This gives families the opportunity to:

Spend time together.

Go on family visits and days out. Go on holiday.

Go shopping.

Attend routine appointments.

Authorisation for leave of absence in term time will only be given if there are **exceptional** circumstances. For example; bereavement or Armed forces personnel returning from a tour of duty, or Police or other service personnel whose leave has been cancelled during school holidays. This is due to amendments made to the Education (Pupil registration) (England) Regulations of 2006 which came into force from September 2013.

It is crucial that you ask the Executive Headteacher through Su Smith, Attendance Officer, before you apply for leave of absence or make any bookings. Leave of absence forms are available on the school website or you may request one from the attendance office.