

ATTEND TODAY, ACHIEVE TOMORROW IN ONE ACADEMIC YEAR

Attendance during one school year	Equals days absent	Which is approximately weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	54 lessons
90%	19 days	4 weeks	114 lessons
85%	28 days	6 weeks	168 lessons
80%	38 days	8 weeks	228 lessons
75%	47 days	10 weeks	282 lessons
70%	57 days	11.5 weeks	342 lessons
65%	65 days	13.5 weeks	390 lessons

If your child is late 10 minutes a day - surely that won't matter or affect my child?

Only missing just...	That equals...	Which is...	Over 13 years of schooling, that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly 1/2 a year
20 minutes per day	1 hour 40 minutes per week	Over 2.5 weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1.5 years
1 hour per day	1 day per week	8 weeks per year	Over 2.5 years

Home school contact in case of absence

- Please can you ensure you carry out the following if your child is absent from school:
- Report the absence on EDULINK everyday or email studentabsence@lutterworthhigh.co.uk. Alternatively, leave a message on 01455 552710 - option 1.

Students needing to go out of school during the day:

If for some reason a student has to go out of school during the day, e.g. to the doctors or dentist, please report the absence on Edulink or email studentabsence@lutterworthhigh.co.uk

Students late getting to school:

If a student is late getting to school they should report to the Main Reception and sign in. All students must have a valid reason for lateness, this should be reported on Edulink or by a phone call from home. Lateness, without good reason, will result with a break detention.



Leave of absence in term-time

Leave of Absence

Taking leave of absence in term-time will affect your child's schooling as much as any other absence and we expect parents to help their child by not taking holidays in school time. Headteachers are no longer able to authorise any term-time absence unless there are exceptional circumstances.

Safety

As a school we are committed to safeguarding and promoting the welfare of the young people in our care.

- If a student is absent and no reason has been provided before 10.00am, a text message will usually be sent requesting a reason for the absence.
- Non-urgent appointments should, wherever possible, be made out of school hours. Without a reason, any absence cannot be authorised and must go down on a student's record as an unauthorised absence.
- Attendance records form part of the annual report which goes home to parents.

If you have any concerns or queries regarding your child's attendance please do not hesitate to contact the school. We have a network of support in place for parents and students who require it.

Applications of Leave

All applications for leave must be made in advance (see our website) and in making a decision, the school will consider the circumstances of each application individually and you will be notified of the decision in writing.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be coded as unauthorised and may result in a Penalty Notice being issued to parents.

The school can request a Penalty Notice to be issued from the Pupil Services Court Team at Leicestershire County Council. A Penalty Notice is £80 per parent per child, to be paid within 21 days. Failure to pay the fine(s) within this timescale would mean the fine rising to £160 to be paid within 28 days.



**RESEARCH SUGGESTS
THAT EACH 17 DAYS
MISSED FROM SCHOOL,
YOUR GCSE RESULTS
WILL GO DOWN
ONE GRADE!**

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ACHIEVE TOMORROW**