

Why is good attendance important?

Good attendance at school is vital for pupils to achieve their full educational potential. Pupils with good attendance records benefit in the following ways:-

- Continuity of learning which makes progress and retention easier
- Improved performance in coursework tasks
- Enhanced performance in examinations
- Continuity of relationships and friendships
- Good references for further education or employment
- Good habits are formed for later life

What constitutes good attendance?

Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good. Consider the following examples over the course of a school year (188 days).

- 10 days absence = 95% attendance = 50 lessons missed
 - 20 days absence = 89% attendance = 100 lessons missed
 - 29 days absence = 85% attendance = 145 lessons missed
 - 38 days absence = 80% attendance = 190 lessons missed
 - 47 days absence = 75% attendance = 235 lessons missed
- **Research states that having 20 (89%) days off school every year means that a pupil will probably obtain a whole grade lower in their exams than they are really capable of.**
 - **Pupils with less than 85% attendance are unlikely to gain 5 A*-C GCSE qualifications.**

In order for an attendance record to be good it must be 96% or above:-

- 100% = excellent attendance
- 98% = very good attendance
- 96% = good attendance

Each year, a large number of pupils in every year group achieve 100% attendance; showing that this is an achievable target. In addition, a number of pupils have achieved this level of attendance for a number of years. Students with excellent attendance in Milford Haven School are rewarded with certificates and prizes.

Attendance

It is very important that pupils attend school constantly or they will fall behind and lose important knowledge about their course.

I would be grateful if you would observe the following procedures if your child is absent for any reason:

- 1) Phone the school to inform us that your child is absent, if only for a day, 01646 690021 option 1.
- 2) Write a note in your child's diary on the day your child returns to school.

- 3) The following reasons are not acceptable:-
- A dental appointment (other than an emergency or an appointment with the school dentist).
 - Assisting at home
 - Driving lessons
 - Leisure/entertainment/shopping/birthdays
- 4) Every effort should be made to arrange appointments outside of school hours. Permission should be sought beforehand if the reason is known beforehand.
- 5) Every attempt should be made to arrange family holidays outside of term time since a pupil's absence has a detrimental effect on his/her progress. Family holidays should not be arranged during term time unless this is completely unavoidable.
- If holidays have to be arranged during term time (limited to a maximum of 10 days) the following arrangements should be made:
- Complete the form that asks for the permission of the school before arranging the holidays. If pupils have already lost a number of day's permission will be refused.
 - Ensure that your pupil catches up with the work after returning to school.
- 6) Illness. Sometimes pupils are kept from school because they have a cold, sore throat etc. Please do not allow your child to have time off for minor complaints or illnesses; if they are well enough to be up and about, they are generally well enough to attend school. If your child suffers from a recurring illness take him/her to the doctor. If you think that the illness is caused by your child's anxiety about coming to school contact us immediately.
- 7) If your child is absent without reason or without sufficient reason or if there are constant absences or long periods of absence you can expect a visit from the Pupil Support Officer. He will discuss with you how to avoid unnecessary absences.
- 8) If the situation does not improve then we will arrange a meeting in school to discuss your child's attendance and agree on an action plan.
- 9) In a small number of cases it will be necessary to take the parents to court in order to achieve a higher attendance rate.

Missing 19 days (90% attendance) every year over 10 years of a school life = 1 whole year of school.