

## 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.*