



# The Peele Community College

Accept Challenge Achieve Success

Headteacher: Miss Elizabeth Smith BA (Hons)

12<sup>th</sup> December 2016

Our Ref: DG

Dear Parent/Carer

## The Importance of Good School Attendance

As a College we take the attendance of students very seriously. Days off school soon add up and missing lessons makes it hard to catch up resulting in students having to work harder when they come back even missing vital information that will prevent their progress. There are 175 non-school days a year for holidays, cultural experiences and family time. It may be useful for you to know what attendance figures mean for your child.

Above 98%	<b>Excellent attendance</b> Less than 4 days absence in a year.
95%	<b>Good attendance</b> Less than 9 days absence in a year. The Peele Community College's attendance target for all students is 96% and above.
90%	<b>Below average / low attendance</b> 19 days absence over the year. Students with attendance 90% or below are persistently absent from college and parents of students with this level of attendance or below could be issued with a Penalty Notice.
85%	<b>Exceptionally low attendance</b> 29 days absences in a year.

- Please note that from September 2016 the threshold for becoming a 'Persistent Absentee' is 90% or less attendance.

### Reporting an absence

- All absences **must be** reported before 8.50am **each day** by notifying the school by telephone on 01406 362120 or email directly to the attendance officer on [attendance@peepe.lincs.sch.uk](mailto:attendance@peepe.lincs.sch.uk).

84 Little London, Long Sutton, Spalding, Lincolnshire. PE12 9LF  
Tel: 01406 362120 Fax 01406 364940  
Email: [headteacher@peepe.lincs.sch.uk](mailto:headteacher@peepe.lincs.sch.uk)  
Website: [www.thepeepe.co.uk](http://www.thepeepe.co.uk)

- If you know your child is going to be absent please let us know in advance.
- **Written notification**, giving the details of all absences, must be given to the tutor or placed in the letterbox outside the attendance office on your child's return to college. If your child has been absent due to a medical appointment, please attach the appointment card/hospital letter.
- Unexplained absences will be unauthorised by the college.
- Absences of 5 or more days must be supported by medical evidence. The aim is to prepare students for progression to Key Stage 4, further education or employment.
- Absence of 5 or more days without supporting medical evidence will not be authorised.
- Holidays during term time will not be authorised.
- Any form of unauthorised absence may be subject to a Penalty Notice from the Local Authority.

### **Punctuality**

Arriving late to college and into lessons is very disruptive for the teacher and other students. It also means that late students themselves miss important input from teachers. If for whatever reason, you know your child will be arriving late, please call the college or provide your child with a written note. Late students must sign in at the attendance office. If a student arrives late without a genuine reason they will be issued with a written warning in their planner.

### **Examples of authorised absence**

- Hospital or Orthodontist appointment (evidence required).
- College/employment interview (evidence required).
- Reported illness of less than 4 days (unless medical evidence has been requested).
- Illness of 5 or more days **with** medical evidence.
- Emergency doctor or dental appointments (evidence required). Routine appointments should be made outside school hours.

**Please note that a student will receive an authorised mark for a medical appointment, with evidence, but this is not the same as a present mark. Therefore a child will not receive 100% attendance if they have a medical appointment as they are not present in college.**

### **Examples of unauthorised absence**

- Leave of absence not approved by college.
- Absence **not** reported on the day or supported by written explanation upon return to college.

- Absence of 5 or more days without medical evidence.
- Arriving late after registers have closed.
- Truancy (both internal and external).
- Routine doctor or dentist appointments.

#### **Examples of medical evidence**

- Medical appointment card confirming attendance.
- Medical appointment letter.
- Copy of prescription showing name and date.
- Prescribed medication with pharmacist label showing name and date.
- Hospital discharge letter.

Please help your child to maintain good attendance by booking doctor, dentist and optician appointments either in the school holidays, in the afternoon after school or at weekends.

Please provide the college with an appointment card/letter if your child needs to leave college for an appointment.

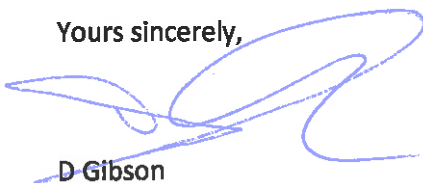
**If your child feels unwell in college** they must see a first aider, who will then contact you should your child need to go home. If a student needs to go home due to illness a parent or carer **MUST** collect the child from college. Students are not allowed to travel home on their own.

#### **Requests for absence during term time**

The law does not grant parents an automatic right to take their child out of college during term time. Any absence from college will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid. If you consider your request for absence to be an exceptional circumstance then please complete the relevant form which can be collected from college, or can be downloaded from our website.

Thank you for your support in ensuring excellent attendance and attainment at The Peele Community College.

Yours sincerely,



D Gibson  
Deputy Headteacher