



ATTENDANCE NEWSLETTER

AUTUMN 2025

Dear Parent/Carer

We are writing to all parents/carers to provide updates on the expectations for school attendance and outline the absence procedures. At Higham Lane School we will always encourage pupils to strive for 100% attendance; however, we do understand that this is not always possible and have therefore set a school attendance target of 97% for the academic year 2024/25. There is a strong link between attendance and academic achievement and therefore it is very important that your child attends school every day unless there are exceptional circumstances.

Thank you to all our parents and carers for supporting us with driving good attendance in 2024-25. Our whole school attendance was 1.5% over National Average, however, we are still striving to improve and achieve our whole school target of 97% attendance. We are committed to working with all our students and their families to drive good attendance. If your child is struggling with their attendance, please contact your child's Progress Leader via email at contactus@highamlaneschool.co.uk or call 0247638 8123 to discuss this matter further.

ILLNESS AND FIRST DAY CALL

SCHOOL TERM DATES 2025-2026

Autumn Term

Inset Day: 24 October

Half Term: 27 October - 31 October

Inset Day: 28 November

Xmas Holidays: 21 December-2 January

Spring Term

Half Term: 16 February - 20 February

Easter Holidays: 30 March- 10 April

Summer Term

Students return to school: 13 April

INSET Day: 27 April

Bank Holiday: 4 May

Half Term: 25 May to 29 May

End of Term: 17 July

INSET Day: 20 July

If your child is unable to attend school, parent/carers must notify school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible, providing details of the reason for their child's absence and expected day of return to school. This can be done via Class Charts, emailing attendance@highamlaneschool.co.uk, or a phone call to school on 024 7638 8123 ext. 1. **To improve our attendance processes please be aware that we no longer accept messages on MyEd App.** If your child has further days absence after the first day, parent/carers must continue to notify school on each day of absence.

IF YOUR CHILD FEELS UNWELL AT SCHOOL

If your child feels unwell at school we ask that, unless this is an emergency, they stay in lessons until either breaktime or lunchtime and then report to Student Services. **Students are not allowed to contact parents/carers directly from their own phone,** Student Services will contact parents. In most cases students are able to stay in school and feel better once they have had a drink, some food and where necessary a paracetamol. Therefore, to support us with this please ensure your child has breakfast or bring some food with them to school, they have a drinks bottle and if they suffer from ongoing issues that we have their medication at school.

www.highamlaneschool.co.uk

PUNCTUALITY MATTERS TOO!

Good punctuality to both lesson and to school leads to higher levels of achievement. When students arrive late at school, they miss out on essential teaching and learning at the beginning of the school day. This can reduce achievement, regardless of a student's academic ability. Your child may also feel awkward arriving to the classroom where everyone is settled and students arriving late can disrupt the entire class.

Being 10 minutes late every day equates to over 30 hours, (approximately 6 days) of learning lost each year.

Please ensure that your child arrives at school by 8:35am, ready for line up with their form tutor on the playground at 8:40am. The main school gate on Higham Lane will close at 8:40am and students arriving at 8.40am or after, need to report to Student Services via Brookdale Road entrance.

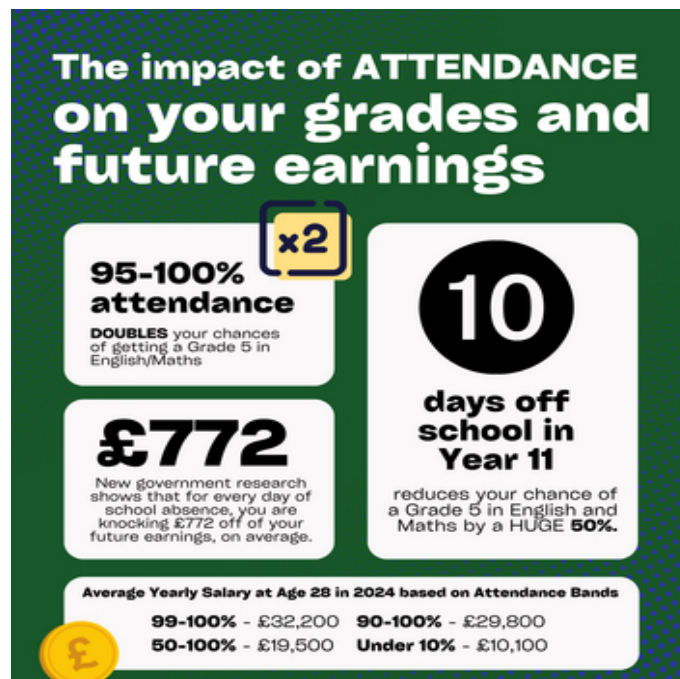
Following DfE guidance, students arriving after 9:10am have to be marked as absent for the morning session and this will impact on their attendance. For example, a student that arrives at 9:35am every morning and is in school all day will only have 50% attendance.

SCHOOL TIMINGS

Students are allowed onsite from 8:15am and should be no later than 8:35am.

Registration - 08:40am - 08:55am
Period 1 - 08:55am - 09:55am Period 2 - 09:55am - 10:55am Break - 10:55am - 11:15am
Period 3 - 11:15am - 12:15pm Lunch - 12:15pm - 1.15pm Period 4 - 13:15pm - 14:15pm Period 5 - 14:15pm - 15:15pm
Detention- 15:15pm-16:00pm

IMPACT OF GOOD ATTENDANCE ON GCSE GRADES AND EARNINGS



For further details of the 'Missing Child, Missing Grades' Report please use the link below:
<https://www.childrenscommissioner.gov.uk/resources/missing-children-missing-grades/>

HOME VISITS

Please be aware that our staff conduct home visits on a daily basis with the aim to support student wellbeing and build strong partnerships between families and school. This has been an effective way of offering support to help students with their return to school and improve student attendance.

TYPES OF ABSENCE

Each absence is classed as authorised or unauthorised. Absences are coded as authorised where reasons are considered valid and unauthorised where no explanation or unacceptable reasons are given.

The following reasons are not acceptable:

- shopping visits or days out to theme parks or to concerts/shows
- parents' work commitments or business trips
- holidays taken in term time (including long weekends taken on Fridays and/or Mondays)

For guidance on whether or not to keep your child off school when they feel unwell please check the NHS guidance provided on the link below:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

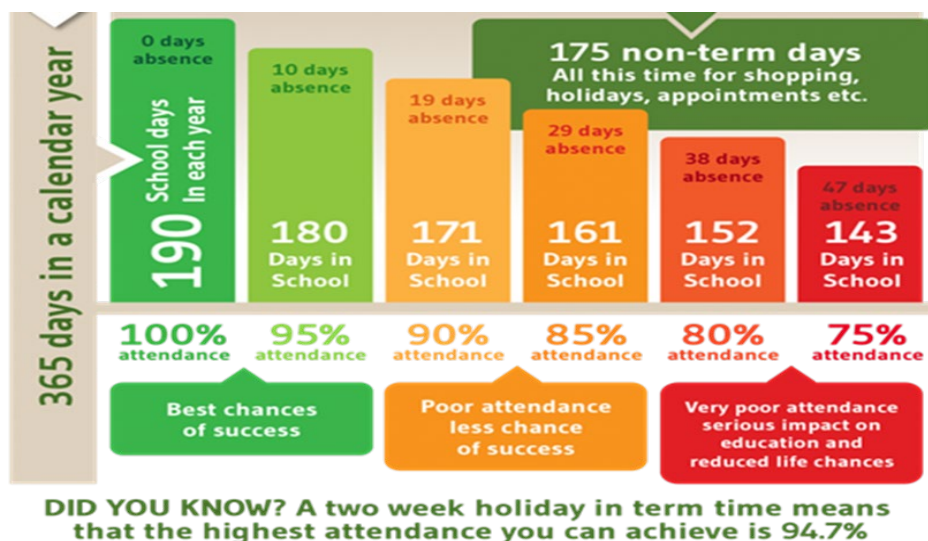


LEAVE OF ABSENCE

The Headteacher shall not grant any leave of absence during term time unless: An application has been made in advance, by the parent with whom the child normally resides and they consider there to be exceptional circumstances relating to the application. Unauthorised Leave of Absences will be referred to the Warwickshire Attendance Service and this will lead to a fixed penalty fine. Where parents wish to take their child(ren) out of school during term time for purposes other than holidays, they should complete the leave of absence form. This is available via the website at

<https://www.highamlaneschool.co.uk/attachments/download.asp?file=2192&type=pdf>

190 School Days and 175 Non School Days for holidays



LEAVE OF ABSENCE DURING TERM TIME

UPDATED INFORMATION FOR PARENTS

The Supreme Court has clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wight 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of the leave.

The school can only consider Leave of Absence requests which are made by the 'resident' parent ie the parent with whom the child normally resides.

Where applications for leave of absence are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence. Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence.

Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council. Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

- Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices - 4 in total).
 - First Leave of Absence offence: The Penalty Notice amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
 - Second Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Payment plans will not be offered and/or payments received outside of the 28 day period will not be accepted. Where a penalty notice expires unpaid the matter will be referred to Warwickshire County Council's Legal Services to consider criminal prosecution.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty

notice): A penalty notices will be not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Your child's progress academically as well as socially is our shared priority.

REWARDS FOR GOOD ATTENDANCE

- Half termly 10 Day 100% Attendance Challenge Raffle
- Weekly Form Tutor Attendance Trophy
- Weekly 'Jump the Queue Passes' for best attending tutor group
- House Points for good and improving attendance
- Termly Gold (100%), Silver (99-98%) Bronze (97%) and Improved Attendance Certificates



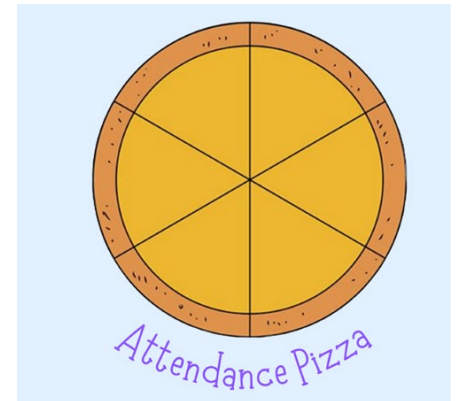
100% Attendance Challenge Raffle

Next week, 6th October, we will launch the 10-day 100% attendance challenge. All students with 100% attendance from Monday 6th to Friday 17th October will enter into a raffle and a student in each year will win a golden ticket which allows them to purchase any item from our Reward Shop including a football, basketball,



Attendance Pizza

Every week the top attending tutor group across the whole school will get a pizza slice to add to their form tutor board, once a tutor group have 6 slices they get a pizza party for their tutor group.



HOW TO SUPPORT YOUR CHILD WITH ATTENDANCE?

- Please avoid making appointments during the school day, where possible e.g. Doctor, dentist. If appointments cannot be moved to outside of school hours, please ensure that students return to school immediately following the appointment.
- Have a good routine to help your child prepare for school e.g. organising equipment and uniform the day before school.
- Support your child with getting a minimum of 8 hours sleep- please see link below for further guidance that highlights the importance of limiting mobile phone access in the evening as a key strategy for improving your child's sleep: <https://www.nenc-healthiertogether.nhs.uk/parentscarers/keeping-your-child-safe-and-healthy/healthy-sleep/teenagers-14-years-sleep-advice>
- Support your child with their punctuality and getting to school for 8:35am- students arriving after 9:30am must legally be marked as absent for the morning session impacting on your child's attendance.
- Keep your child healthy with a balanced diet, drink sufficient amounts of water and regular exercise.
- The school offers a variety of support to students that may have barriers to attending school. If your child is struggling with their attendance please contact your child's Progress Leader via email at contactus@highamlaneschool.co.uk or call 0247638 8123 to discuss this matter further.

EVERY SCHOOL DAY COUNTS

Equates to 2 days off
school each year

99%

Excellent

Equates to 5 days off
school each year

97%

Good

Equates to 10 days
off school each year

95%

Slight Concern

Equates to 20 days
off school each year

90%

Concerned

Equates to 30 days
off school each year

85%

Very Concerned

97% - 100%
Good chance of
success and progress

90%
Less chance of
success. Harder to
make progress

Under 90%
Detrimental to
success and progress

EVERY MINUTE COUNTS

LATENESS = LOST LEARNING

(FIGURES BELOW ARE CALCULATED OVER A SCHOOL YEAR)

5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
25 minutes late each day	19 days lost!

BE AT THE
CLASSROOM
ON TIME AND
READY TO
LEARN!