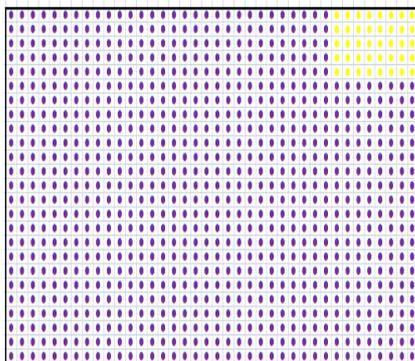


ATTENDANCE MATTERS

Regular attendance at school is vital. Put simply, *absence* means *missed learning*; irregular attendance leads to students missing important lessons and therefore not fulfilling their true potential.

The vast majority of our students achieve over 96% attendance and this is what we expect from all of our students as a minimum.

96% attendance sounds great, but:



96% attendance means missing 8 weeks of school over 5 years.

The learning time lost is 200 hours over 5 years.

- = Number of days in school
- = Number of days absent

- ✓ Ensure that your child is in school on time so that they are marked in correctly. School begins at 8.40am and students are advised to be in school by 8.30am
- ✓ Make sure that you let the office know on the first day of absence if your child has a legitimate reason for being off school. This can be done by emailing the school at attendance@chapelhigh.org.uk or contacting the school using our dedicated absence line 01298 811878 and leave a message or telephone 01298 813118 after 8am if you wish to speak to a member of staff. Remember to tell us: your child's name, year and tutor group, date of the absence, reason for the absence and expected date of return.
- ✓ If your child is likely to arrive after registration for any reason please let us know. Without such confirmation the absence will be unauthorised.
- ✓ All requests to take a student out of school, for a day or more, must be made using the [request for absence form](#) that is available on the website or a copy can be obtained from the school office. School can only authorise an absence during term time in exceptional circumstances - All holidays taken in term time are likely to be treated as an unauthorised absence and may result in a penalty fine.
- ✓ If you have any concerns about your child's attendance then please speak to their Pastoral Leader in the first instance.
- ✓ Pastoral Leaders will invite parents into school to discuss concerns if attendance falls below 96% and there is a pattern of repeated absences.

