

Attendance Information Pack

Progress & Achievement

Progress and achievement depends upon good attendance. The school works rigorously to ensure that high levels of attendance are maintained and an excellent standard of punctuality is modelled by all of our students. We act swiftly to identify and address unauthorised absence or low attendance and will seek an immediate resolution to this issue.

The monitoring of attendance enables every student to have an understanding of their attendance on a weekly basis. Every member of staff at Byrchall High School is committed to securing good attendance for each and every pupil in our school community.

Every student should aim for 100% attendance and punctuality. Parents do have a legal responsibility to ensure their child attends school. A child's potential can only be reached if high levels of attendance are maintained.

The attendance and punctuality of students is monitored daily by Senior Leaders, Form Tutors, Year Teams, the Pastoral Team and the Attendance Team. We work closely with the Local Authority who support us if we need to issue a fixed penalty notice for students who are persistently absent from school. The Local Authority is also responsible for pursuing court action if poor attendance continues.

We encourage and reward excellent attendance and punctuality including those that have improved their attendance and/or punctuality.

Absence & The Law

As a parent or carer, you are committing an offence if you fail to ensure that your child attends regularly, even if they are missing time at school without your permission or knowledge.

If a student's attendance drops below 95% or has had 5 or more days off in the current and previous term, a sequence of letters are issued as a prompt that attendance is dropping and needs to improve.

If a student's attendance drops below 90%, they are then described as a 'Persistent Absentee'. These students are reported to the Local Authority who will consider whether or not to take legal action against the parents or carers.

A Fixed Penalty Notice may be served if 15

What this pack covers

- Absence & the Law
- Holidays
- Appointments
- Medical evidence
- Authorised & Unauthorised absences
- Lateness
- Healthcare Plans
- Medicine
- Aims & concerns
- Mental Health
- How to inform us

sessions of unauthorised absence are reached over a two-term period and no further written warning will be issued before a fine is applied for.

If a fine is applied for and imposed, £60 will be required to be paid within 21 days (escalating to £120 if paid after 21 days and within 28 days. If the fine remains unpaid then court action may result.

If the student's attendance does not significantly improve, then court action may result in larger fines and even Imprisonment.

Most students attend school regularly and punctually. Regular attendance to school will avoid any legal action being taken.

ATTEND TO ACHIEVE

Appointments and Non-Attendance

We encourage you to arrange routine dentist, opticians, doctors and orthodontist appointments out of school hours or during school holidays. If during School hours you must provide the appointment letter/card for it to be authorised.

If your child needs to leave school during the day, please email the attendance team with the full information. Students must sign out at reception as they leave.

Byrchall High School requires daily communication to cover absence from school and late arrival.

If your child is ill or if there is an urgent reason for non-attendance, please contact the school by 8.00am on each morning of absence

- Please give the name, form and a full reason for absence.

This can be done by the following methods.

- By email to your child's form tutor
- By phoning 01942 728221 to leave a message on the absence line answerphone

Issues at School

If you choose to keep your child out of school while issues are being resolved this will be classed as unauthorised unless it is agreed with by a member of senior leadership.

If you feel there is an issue that must be resolved before your child can attend you must contact the school straight away so measures can be put in place.

Holidays

Any requests for leave of absence during term time should be in writing to the Headteacher. Via our leave of Absence form. It will be the decision of the Headteacher as to whether the leave is authorised. However, as a matter of policy,

Byrchall will not authorise leave of absence for holidays in term time.

Depending on the length of the holiday, a Fixed Penalty Notice or even a fine could be imposed.

Reasons for absence

May we remind you that when phoning or emailing in for a student who is off school, we need an actual reason for the absence. If you just tell us the student is ill/ unwell/not well etc this will not be classed as an authorised absence.

Prolonged Absence

You are required to contact us **every day** by either phone or email if your child is not going to be in that day for illness or other reasons.

Lateness

The school day starts at 8:30am. Any student who arrives after 8:30am but before 9:00am will receive a late mark. Students who arrive to school after 9.00am will have an unauthorised attendance mark for the morning session, unless medical evidence can be provided. The school day ends at 2:55pm.

Minutes Late per Day	Equivalent of Missing	How many lessons that are missed
5 Minutes	3.4 School days per year	17 Lessons
10 Minutes	6.9 School days per year	35 Lessons
15 Minutes	10.3 School days per year	51 Lessons
20 Minutes	13.8 School days per year	69 Lessons
30 Minutes	20.7 School days per year	104 Lessons

Expectations

Medical appointments - If you have an urgent appointment that cannot be taken out of school hours you will still be required to be in school both before and after the appointment where possible. If you are not in before/after your appointment this will be classed as **unauthorised**.

You must provide an appointment card/letter for your absence to be classed as medical otherwise you will be marked in as late or as an unauthorised absence.

Being sent home - Will only be authorised if the **school** has contacted you and advised that your child is being sent home.

If your child calls you and you come and collect them this will not be authorised. Should your child call you please advise them that they should not be using their phone and need to go to student support to be seen where a member of staff who will assist and access if the student needs to go home.

No Phone Policy – Byrchall has a no phone policy so students should not be using phones during whilst at school.

The effect of attendance on academic progress. A student who achieves 100% attendance will average a Grade A/B in their best 8 qualifications

Attendance Band	Average of Best 8 Qualifications	Achieving Grade 4 and above English & Maths
100%	Average grade 9/8/7	90%
97% - 99.9%	Average grade 7/6	70%
93% - 96.9%	Average grade 6/5	45%
90% - 92.9%	Average grade 5/4	26%
0% - 89.9%	Average grade 4/3	5%

Attendance Groups

Green. 97-100%	No risk
Amber 1. 94-97%	Risk of underachievement
Amber 2. 90-94%	Serious risk of underachievement
Red. Below 90%	Extreme risk

Ask yourself these questions

- Why am I late?
- Who is losing out?
- Why am I wasting my education?
- When I get a job will my employer allow me to be late and/or absent.
- What can I do about it?

Speak to your Form Tutor, Head of Year, Pastoral Support Officer or the Attendance Team for support

What is Persistent Absence

A pupil is defined as a "Persistent Absentee" if they miss approximately 10% or more of all possible school sessions, regardless of whether the absence is authorised or not.

What does Good School Attendance look like?

We take school absence very seriously. We identify students whose attendance drops below 95% and provide support and intervention to help improve this. It is Important for parents or carers to work together with the school when a student is near the 10% persistent absence threshold.

Aim

Students should aim for **100% attendance**. The DfE states **GOOD attendance is 95% or above**.

Concerns

Students below **95%** attendance are monitored and under **90%** classed as **Persistent Absentees**.

80% attendance through secondary school, is equivalent to missing a whole school year of education.

Below 90% attendance gives students only a 27% chance of achieving their grades.

90% attendance sounds quite good BUT, **1 day off in 10** over 5 years equals **95 days**, which is **19 weeks**. This equates to **half a school year!**

190 school days per year + **175** non-school days per year
This gives you 175 days to spend on holidays, visits, appointments, shopping, household jobs etc.

Mental Health

Unfortunately, this is becoming increasingly common in young people.

The school can only authorise anxiety and mental health in students when they are under CAMHS . We cannot accept GPs signing students off or just being told by a parent. If you need support in the area and help with what to do, please contact the attendance team for signposting.

The school is here to support and has in house counselling.

Waiting lists and long both in school and even longer with CAMHs.

Mental Health Support

You will find at the end of this pack supporting information on Mental health with advice and resources.

If your child is suffering with anxiety or their mental health is low, it is important that you take them to the GP for discussion and referral.

Medication in School

Students requiring medication to be administered in school can either download a Parental agreement for Medication administration form from the website or collect from reception.

All medicine must be handed into Reception / Student Enquires

The only medication allowed to be on students are Inhalers or Epi Pens.

Questions & Concerns

If you have any questions or concerns regarding this pack or your child's attendance please contact us using the following details.

Ms L Johnson
Attendance Officer
ljohnson@byrchall.wigan.sch.uk

Ms D Grivosti
Attendance Support
dgrivosti@byrchall.wigan.sch.uk

For general school information
Please call 01942 728221
or email
enquiries@admin.byrchall.wigan.sch.uk

Health Care Plans

If your child has an individual health care need, we require you to complete an Individual Health Care Plan from the school.

This will include everything we will need to know about your child's medical condition so we can give the correct care whilst in school.

Please arrange a meeting with school.

Please contact reception if you need to book a meeting.

What is Medical Evidence

Once you are on the fixed penalty notice warning system you will need to provide medical evidence for us to be able to authorise time off.

Medical evidence can be

- Prescription
- Hospital letter
- Signed note from the GP or nurse
- Medicine with the prescribed sticker on it.
- Appointment card with name and date on it.

If you are unsure, please ask to speak to a member of the attendance team for more information.

If you are on Medical evidence fine warnings the following will not be authorised and we do not recommend seeing your GP and wasting NHS time.

- Sickness - (24 Hrs from the last episode)
- Diarrhoea - (24 Hrs from the last episode)
- Coughs and common cold (not covid related)

Students that come in with sickness and/or upset stomach will be sent home and this will still be classed as an unauthorised absence.

Please see our guidance on infection control in school for more information on illnesses.

Attend Today – Achieve Tomorrow!



Self-care and support for young people

Some coping strategies are more helpful than others. As with any skill, we can always learn new ways of dealing with stress.

Here's some **self-care tips** to help **protect against stress**:

 #HandsUp4
#HealthyMinds

Try



Nurture your physical health – body and mind are connected, so eat regular meals and find a fun form of exercise that suits you and your schedule.

Set aside time to have fun or do something nice for yourself – positive emotions can help build a buffer against stress.

Spend time on an activity you enjoy – whether painting, playing guitar, or learning a new sport.

Talk to someone – tell a trusted friend or family member about how you're feeling, or chat online on a support site like **Childline** or **The Mix**.

Avoid

Overdoing it on caffeine, alcohol or sugar – they're a quick fix which can increase stress in the long term.

Overworking – we all need time to unwind so try to build in short, regular breaks while you're studying, working or revising.

Chasing perfection – it can create unrealistic expectations. It's not fair to compare yourself, as a whole person, to social media highlights from someone else's life.

Too much screen time – it can affect your sleep, so try to switch off now and then, and don't feel pressured to always be reading, watching or playing something.

Bottling up your feelings and assuming they will go away – this can make things worse in the long run.

If you're struggling to manage your stress, don't keep it to yourself – **there is no shame in seeking help**.

A good place to start can be talking to your GP, your parent or carer, or a counsellor at your school/college/university.

There are also plenty of organisations out there who can help. See **list of support organisations**



Helpful resources for young people's mental health



Here are some trustworthy sources of support, guidance, advice and training around young people's mental health and wellbeing.



Action for Happiness actionforhappiness.org

A not-for-profit providing resources and evidence-based ideas for actions we can take to feel happier and help to reduce and prevent mental ill health – personally, in our communities, workplaces and schools.

Anna Freud Centre annafreud.org | Tel: 0207 794 2313 | Email: info@annafreud.org

A children's mental health charity providing specialist help, research and training for children, young people, families and schools.

Association for Young People's Health (AYPH) youngpeopleshealth.org.uk

A charity and membership forum working to promote the health and wellbeing of 10-24 year olds.

Barnardo's barnardos.org.uk

A leading children's charity which provides services, research and guidance on a range of issues concerning children's wellbeing including child poverty, sexual exploitation, disability and domestic violence.

Charlie Waller Memorial Trust cwmt.org.uk

Awareness, information and resources for young people who are depressed, as well as training for families, schools, colleges, universities, workplaces and GPs.

ChildLine childline.org.uk | Tel: 0800 1111

Counselling service for parents, children and young people, offering free and confidential help and advice. Also offers multilingual services to South Asian communities living in the UK. Languages include Bengali/Sylheti, Gujarati, Hindi, Punjabi, Urdu and English.

Early Intervention Foundation elf.org.uk

An independent charity and What Works Centre which champions and supports the use of effective early intervention for children with signals of risk.

Family Links familylinks.org.uk

Offers programmes for parents of children from -9 months to 18+ providing adults and children with skills to lead emotionally healthy lives, build resilience, empathy, self-esteem and support positive relationships. Specialist programmes include parenting with Islamic Values, work with parents in prison and with parents of children with a disability or special needs.

Heads Together headstogether.org.uk

A campaign to end mental health stigma spearheaded by the Duke and Duchess of Cambridge and Prince Harry.

Hub of Hope hubofhope.co.uk

A national database of organisations and charities of all sizes, enabling easy access to sources of mental health support and advice.



Helpful resources for young people's mental health



Kooth kooth.com

Free support services for young people delivered by qualified counsellors via online chat.

Mental Health and Behaviour in Schools

gov.uk/government/publications/mental-health-and-behaviour-in-schools--2

The Department for Education (DfE) developed this set of advice and practical tools to help schools promote pupil mental health, identify and support pupils with more severe needs and make appropriate referrals to specialist agencies where necessary.

Mental Health Foundation mentalhealth.org.uk

UK charity dedicated to finding and addressing the sources of mental health issues. Includes information, research, resources and an invaluable A-Z of mental health terms.

Mind mind.org.uk

National charity providing information, advice, and campaigning to promote and protect good mental health for everyone.

MindEd minded.org.uk

Free educational resource on children and young people's mental health for all adults. MindEd for Families has online advice and information from trusted sources and will help you to understand and identify early issues and best support your child. Also includes e-learning resources for professionals and volunteers.

Mindfulness in Schools Project training courses mindfulnessinschools.org/courses

A charity whose aim is to encourage, support and research the teaching of secular mindfulness in schools.

MindUP mindup.org/u-k

A learning programme for teachers and pupils based on positive psychology and mindfulness.

The Mix themix.org.uk | Tel: 0808 808 4994

A leading digital support service on a range of issues impacting young people's wellbeing including mental health, money, homelessness, employment, relationships and drugs. An online chat and a crisis messenger is available on the site.

myHappyMind myhappymind.org

A curriculum to help schools develop resilient children who celebrate themselves and others, build positive relationships and thrive. Supports schools in creating a positive and growth-oriented whole school culture.



