

Icknield High School
Attendance and Absence Booklet
for Parents/Carers



September 2025

Introduction

At Icknield High School, we believe it is vitally important for students to attend school regularly and punctually. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality will also encourage students to become responsible and resilient individuals, which will serve them well in their future working lives.

Every student at Icknield, in line with the Government's expectations, is expected to maintain an attendance level of 97% and above.

Regular school attendance keeps children safe, whereas evidence shows that students who truant are more likely to be involved in crime and anti-social activity.

We hope that you appreciate how crucial good school attendance is to your child's progress, achievement and chances in life and we look forward to working with you to ensure that your child's attendance is the very best it can be to give them the very best chances in school and after it.

Progress data achieved by students demonstrates how important good attendance is. Students who had attendance over 97% achieved over a grade higher in all of their subjects compared to students whose attendance was below 90%.

Standards

At Icknield High School we

- Expect every student to attend school for at least 97% of the time
- Expect students to arrive on time every day. This means that students must be in school by 8.20am.
- Expect students to be punctual to all their lessons
- Aim to support parents/carers in their legal responsibility to ensure their child of school compulsory age attends school regularly and punctually
- Believe family holidays should not be taken during term time. We will not authorise requests for holidays during term time, unless in

exceptional circumstances in line with Section 444 of the Education Act 1996

The Government expects schools and local authorities to

- Promote good attendance and reduce absence, including persistent absence (missing more than 10% of school sessions) and severely persistently absent (missing more than 50% of school sessions)
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence.

Every School Day Counts

There are 190 statutory school days in one year.

There are 175 days (weekends and school holidays) for you to use for appointments and holidays.

There is a very clear link between attendance and attainment. The simple fact is that children, who attend more, perform better. absence.

Your child has a personal, minimum annual attendance target of 97%.

Did you know?

98% attendance = 4 days a year missed from school. 95% attendance = 10 days a year missed from school.

Lates

5 minutes late per day = 3.4 school days absence a year

Parents/carers should contact us by telephone or via Edulink on the first day and each subsequent day of their child's absence. The school should be informed of any planned absence in advance; this includes unavoidable medical appointments during the school day.

Policy and procedures

Recognising good attendance and punctuality

At Icknield High School we use a range of measures to praise and reward students who meet their attendance and punctuality targets. This can include achievement assemblies, certificates, rewards trips and entry into prize draws.

Addressing poor attendance

We work diligently to help students attend well. We will communicate regularly with parents/carers and always provide support to overcome barriers to good attendance.

Our Attendance Officer works with families when attendance falls to unacceptable levels. Any student whose attendance falls below 95% is more likely to become a persistent absentee. In these cases, further absence due to illness or medical reasons will not be authorised unless supported by additional medical evidence such as a doctor's appointment card or letter.

We will make regular contact with home and conduct home visits where necessary and hold meetings with parents/carers. Should there be no further improvement in attendance, we will ultimately pursue court action.

Please refer to the attendance bands in this leaflet to identify the different stages of action, should your child's attendance fall below our expectation. Please be aware that the descriptions are for guidance only and a student can be 'fast-tracked' to any stage as is deemed appropriate.

Attendance bands

<p>Excellent Attendance 100-99%</p> <p>This is an achievement that you can be proud of and gives you the best chance to be very successful in school and achieve the highest possible grades.</p>
<p>Good Attendance 98-95%</p> <p>This gives you every opportunity to be successful in school and achieve your best grades in your exams.</p> <p>Although, this would mean that you would miss between 4-9 days of school across the year; which is 20-45 hours of learning.</p>
<p>Step 1: Requires Improvement 94.9-93%</p> <p>You are missing too much school and getting behind in your lessons, you are reducing your chances of achieving your best in your exams. This would mean that you would miss between 10-13 days of school across the year; which is 50-65 hours of learning.</p> <p>You will be closely monitored and a meeting will be held with the attendance team to establish reasons, set a target for improvement and establish any support required.</p>
<p>Step 2: Requires Improvement 93-92%</p> <p>You are missing too much school and it will be hard to keep up; you are unlikely to achieve your best in your exams. This would mean that you would miss between 13.5-15 days of school across the year; which is 67.5-75 hours of learning.</p> <p>We will continue to monitor you closely and contact will be made with parents by the attendance team. A letter will be sent out to confirm expectations and possible consequences of further absence.</p>
<p>Step 3: Requires Improvement 91.9-90%</p> <p>You are missing a lot of school and will find it very difficult to keep up; you are unlikely to achieve your best in your exams. This would mean that you would miss between 15.5-19 days of school across the year; which is 77.5-95 hours of learning.</p> <p>A Letter will be sent to parents inviting them in to a meeting with your Pastoral Leader to agree targets for improvement and establish ways that we can provide support in school.</p>
<p>Persistent Absence 89.9-85%</p> <p>You will be missing so much time from school that you will be falling far behind and cannot reach your potential. This would mean that you would miss between 19.5-28 days of school across the year; which is 97.5-140 hours of learning.</p> <p>A meeting will be held with parents and the Deputy Headteacher. A first legal warning may be issued.</p>
<p>Critical 84.9%-80%</p> <p>Your attendance has become critical because you are falling so far behind that you cannot reach your potential and your lesson work will become too difficult. This would mean that you would miss between 29-39 days of school across the year; which is 145-195 hours of learning.</p> <p>A second legal warning will be delivered to parents and they could face legal action.</p>

Holidays in term time

At Icknield High School we believe family holidays should not be taken in term time. We will not authorise any holidays, unless in exceptional circumstances. Penalty notices will be issued, under section 444 of the Education Act 1996, where unauthorised holidays are taken.

The government's statutory guidance '**Working Together to Improve School Attendance**' came into effect from **19th August 2024**. In this document, there are new guidelines around penalty notices. It is important to understand the following changes:

Per Parent/Per Child Penalty Notices

- Penalty Notices for absences will be issued per child, per parent. This means that if multiple siblings are absent during term time and the absences are unauthorised by the school each parent will receive a separate fine for each child's absence. Penalty Notices will be issued by the local authority, and the payment will be made directly to them. This is dealt with by the local authority's **Attendance Support Team** (previously known as Education Welfare Service).

First Offence Penalties

- The first penalty notice issued to each parent in respect of a particular student will be charged at:
 - £160.00 if paid with 28 days. This will be reduced to £80 if paid withing 21 days.

Second Offence (within 3 years)

- A second penalty notice issued to the same parent in respect of the same pupil is charged at:
 - A flat rate of £160.00 if paid within 28 days.

Third Offence and any further offences (within 3 years)

- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering **prosecution** but may include other tools such as one of the other attendance legal interventions.

10 Sessions (5 days) of Unauthorised Absence in a 10-week period

- Penalty Notice Fines will be considered when there have been 10 sessions (which is the same as 5 days) of unauthorised absence in a 10-week period

Punctuality

It is the responsibility of parents/carers to ensure that their child attends school every day and on time. Students who arrive late to school, without good reason, on 3 occasions in a half term will be set an after-school detention with their tutor and year room. We will also operate a system of 'no-notice detentions' for 20 mins on the day that the student is late, we do not legally have to inform parents, students will leave at 3.30pm instead of 3.10pm. Further after-school detentions will be set for every subsequent time the student is late. Early morning detentions may also be issued for persistent offenders.

Students should be on the school site by 8.20am every day, the school gates are locked at 8.25am, all students should be seated in their tutor rooms by the 8.30am bell.

Unavoidable absence

Absences which are considered unavoidable may be authorised by Icknield High School. These can include:

- General illness, unless your child is classed as a Persistent Absentee
- An emergency medical or dental appointment that could not be made outside of school hours
- Being in hospital or having hospital treatment
- Attending a funeral with family
- Attending an interview for a job or place at a college
- Taking part in a public performance or an examination

Available absence

Absences which are considered avoidable will not be authorised by the school. These include:

- Trivial illness or looking after an ill relative
- Looking after the house or waiting for workmen/deliveries etc...
- Holidays in term time
- Looking after siblings, including dropping them off at school or nursery
- Helping with housework or a family business
- Being unhappy or not getting on with other members of the school
- Being up late the night before, including for family events / issues

If you feel there is anything we can do to support you or your child, or you would like to discuss this matter further please do not hesitate to contact school. We are keen to work with you and to support you and your child.

To report a student absence call:

01582 576561 and select Option 1

To discuss any issues regarding your child's attendance with a member of staff please call:

Attendance Officer

Tutors or Pastoral teams

- Year 7 – Yellow Mr Neill and Mrs Hardman
- Year 8 – Blue. Mrs Rankin and Mrs Herdman
- Year 9 - Red. Mrs Moffat and Miss Kelleher
- Year 10 – Green. Mr Hince and Mrs McCabe
- Year 11 - Silver. Mr Souter and Mrs Edge

School attendance regulations can be found at:

[School Attendance: Absence](#)

[Working Together to Improve School Attendance 2024](#)