

## Reporting your child's absence

Almost every student will need to take some time off school because they are unwell.

If your child is unwell;

- Please contact Mrs Clark, our Attendance Officer on 0191 297 9724.
- Please explain in detail why your child will be absent from school that day.
- Make sure you do this for each day of absence.

How ill is too ill for school?

- Don't stay off school for a runny nose
- Don't stay off school for a little cough
- Don't stay off school for a sore throat

### Parents:

Students will be expected to catch up on any work missed upon their return so they shouldn't leave it too long.

Please write a note in your child's planner upon their return explaining the absence. This helps us to double check and keep our records up to date.

### Students:

Always attend school, if you are too unwell to stay, we will have a conversation with you before sending you home.

Remember - please don't go home without telling Mrs Parkinson first as you will need an exit pass before you can leave.



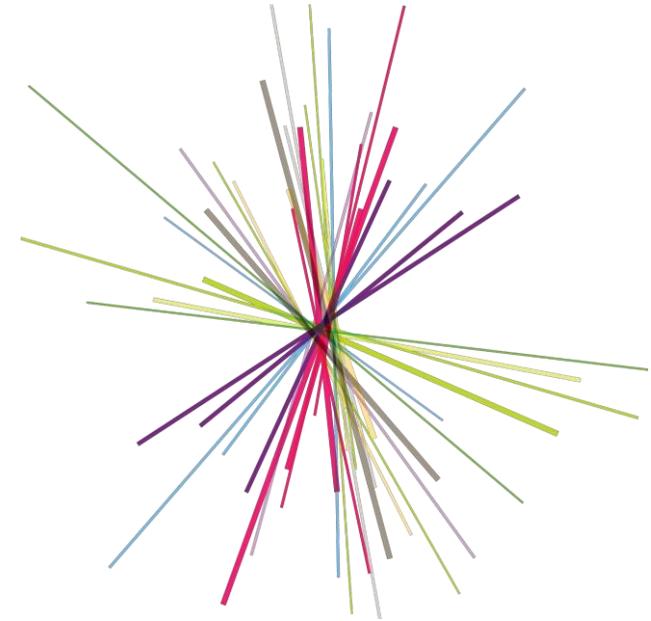
**Our  
Attendance  
Officer is  
Mrs Clark**

**MONKSEATONHIGH SCHOOL**

Seatonville Road,  
Whitley Bay.  
Tyne and Wear  
NE25 9EQ

Absence line: 0191 297 9708  
(24 hour answerphone)

Email: [Zoe.Clark@monkseaton.org.uk](mailto:Zoe.Clark@monkseaton.org.uk)



**Attend to Achieve**

**A Guide to Good  
Attendance**

# Attend to Achieve

It is through good attendance that students maximize their full potential, enhancing their life chances.

Attending school has a huge impact on your child's academic success. Families play a key role in making sure their children get to school safely and on time.

## What does good attendance look like?

There are 175 non school days each year to use for family time, visits, holidays, shopping, household jobs and other appointments.

Did you know that a two week holiday in term time means that the highest attendance a student can achieve is 94.7%. As a school our target for each student is to be above 95% attendance.

## What does good punctuality look like?

Being punctual means students are at school and ready to learn. At Monkseaton we ask that all students arrive in school for 8:50am ready and into registration by 8:55am.

Every minute of a child's education counts and if a student is late for school or lessons it all adds up to lost learning over the school year.

5 minutes late per day = 3 days lost per year

10 minutes late per day = 6.5 days lost per year

15 minutes late per day = 10 days lost per year

## What is a PA student?

If your child takes too much time off school they will become a PA student. This means they are persistently absent from school. Missing school will make your child fall behind. Don't allow your child to become a PA student.

A PA student has an attendance of less than 90% which is the equivalent to 19 full school days of school missed per year.

## Holidays

Every lesson missed in school is learning lost. Government legislation means Headteachers are not able to authorise requests for term time holidays.

Any requests for leave must be completed on a Leave of Absence form which can be collected from our school office or on our website. From September 2018, parents who take their children out of school will receive a fine for each child and each period of unauthorized absence.

As a school we are committed to supporting parents and carers, and we want to work alongside you to ensure your child doesn't miss any of their education.

Make attendance a key priority:

- Avoid making medical, dental or hospital appointments during the school day unless this is necessary. (if this is unavoidable, students should attend school before and after the appointment). The loss of a single day will reduce your child's attendance in any single week by 20%.
- Don't allow your child to stay off school to make it easier for yourself, this is against the law.
- Keeping your child off for their birthday is unacceptable, please don't allow this to happen.

## Tips on improving and maintaining 95%+ attendance

Help your child to stay on track:

- Find out if your child is coping with their work and if they are up to date, missing school will make them fall behind.
- Check your child's attendance regularly with Mrs Parkinson, you might not realise how much they have missed or on a positive note how good their attendance is.
- Check your child's planner, attendance is recorded weekly with their tutor.
- Contact us if you have any concerns or queries.