



# MAGHULL HIGH SCHOOL

## SPECIALIST ACADEMY FOR THE PERFORMING ARTS

All to: Aspire, Achieve, Enjoy

Headteacher: Ms D Aspinall BSc

June 2019

Dear Parent/Carer

### Attendance and Punctuality

Excellent attendance and punctuality are fundamental for students to be successful at school. This letter is to remind you of the school's Attendance Policy and how we ensure that students have the best attendance and punctuality record. Research suggests that for every seventeen school days missed a year, a GCSE grade is dropped. Therefore, we believe that the greater the attendance the greater the achievement. An excellent record of attendance and punctuality is one of the first things future employers or educational institutions will ask us about your child at the end of their time at Maghull High School.

At Maghull High we have high expectations of our students and have set a target of 97% for attendance. Students whose attendance levels drop below 97% can expect to be subject to monitoring as per our Attendance Policy and Procedures.

Following two or more periods of absence due to illness, or if requested for any other reason, parents may be asked to provide medical evidence for any future absence. This may include a doctor's note, appointment card or a photocopy of a prescription and/or medication box/bottle (only for short periods, excessive periods will require written confirmation from a consultant or GP). If students are required to take medicine then this can be brought into school and left at reception. For any absence exceeding 3 days we will ask parents to provide medical evidence on and after the third day.

As you are aware, in 2013 there were changes in legislation; the government no longer allows schools to authorise family holidays during term time. Leave taken during term time due to holidays will not be authorised and parents may be liable to receive a Fixed Penalty Notice. Sefton Council's Attendance and Welfare Service may issue a Fixed Penalty Notice to each parent/carer, for each child who is absent from school. Please see Attendance Policy on our website for further information on Penalty Notice Proceedings.

We encourage parents to advise the Pastoral Team or Form Tutor of any issues which might prevent excellent attendance or punctuality and to work in partnership with school and other agencies where necessary to improve attendance and punctuality. Please be aware that any absence from school, authorised or unauthorised, will affect your child's percentage attendance and this could mean that in the future they do not meet the criteria for reward events. Absence should be reported daily by calling 0844 477 3438 before 8.50 am.

Yours sincerely

Ms D Aspinall  
Headteacher

Mr M Kay  
Deputy Headteacher

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