



**Northallerton School  
& Sixth Form College**

Being the best we can be

## **Important Attendance Information for Parents**



### **Key Attendance Contacts**

**Absence Email:** [northallerton@arete.uk](mailto:northallerton@arete.uk)

**Absence Telephone:** 01609 773340

**Attendance Lead:** Mr J Brown (Assistant Headteacher)  
[jbrown@arete.uk](mailto:jbrown@arete.uk)

***Your child's tutor is the first point of contact if you wish to discuss  
attendance issues.***

### **Attendance Matters**

At Northallerton School we are 'Ready, Respectful and Safe', and part of being 'Ready' is attending school every day and on time. This means we can support and help our students not only with their academic studies, but also help them to prepare for life after school and into the future.

Furthermore, Attendance at school is a legal requirement and it is the duty of parents who have a child of compulsory school age to ensure their child receives efficient, full time education.

### **Illness and Medical Appointments**

If a student is absent from school for any reason, you should contact school **on each day of the absence** on 01609 773340. Please ensure you have contacted the absence line by 9am at the latest.

Medical appointments are to be made outside of the school day. Students should attend school before and after the appointment.

We will notify you if your child has not arrived at school. We will send a text message by 10.30am in the first instance, we may also contact you by telephone to discuss any issues. We will update you throughout the academic year regarding attendance.

### **What happens if attendance is persistently low?**

We may ask you to attend an attendance meeting to discuss attendance concerns further. We will agree to an improvement plan that aims to increase your child's attendance. If there is no sustained improvement following the meeting then we will seek additional support.

### **Attendance procedures**

- Letter 1 - Below 92%
- Letter 2 - Persistent Absence letter
- Letter 3 - Support panel meeting
- Local authority penalty procedures

### **Lateness to school**

We expect students to be on site every day by 8.40am. Any student arriving after this time will be marked as late. Should there be a valid reason for lateness please provide a note and please be aware that any student who arrives after 10.30am will not receive a morning registration mark. **This does impact on the overall attendance record for a student.** Please note that arrival after 10.30am can be classed as an unauthorised absence and under the Education (Pupil Registration) (England) Regulations 2006 these absences can be used as evidence against parents, if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.

National statistics show that poor time keeping seriously affects a young person's chance of achieving their full potential. Arriving late may mean that your child misses important information for the day ahead and can lead to feelings of isolation and disengagement from learning.

### **Importance of Punctuality in students**

- Builds a more self confident person
- Punctuality builds successful students
- Punctuality builds discipline from a young age
- Punctuality builds strength of character
- Punctuality helps build mutual respect
- Punctuality shows you will be a dependable employee

### **School procedures**

If a student is late to school, sanctions will be put in place. If they are persistently late to school a letter will be sent home in the first instance, and if the lateness continues, meetings will be held in school with parents and students in order to resolve the issues.

### **Illness**

The NHS gives the following advice on how long children should stay off school if they're unwell.

- Coronavirus (symptoms or a positive test) - Follow current Government and NHS guidance on isolation and testing.

- Vomiting or diarrhoea - 48 hours after the symptoms have stopped
- Chickenpox - When all the spots have crusted over - usually 5 days after they first appeared
- Impetigo - 48 hours after starting prescription medication, or when the patches have crusted over if they aren't taking medication
- Scarlet fever - 24 hours after starting antibiotics
- Hand, foot and mouth - As long as your child is feeling unwell - there's no need to wait until the blisters heal
- Measles - at least 4 days after the rash develops
- Scabies - 24 hours after the first treatment
- Shingles - when the last blister has scabbed - usually 10 to 14 days after they first appear
- Flu - 5 days

There is **no need for your child to stay off school** with the following conditions, unless they're feeling unwell:

- Slapped cheek
- Headlice - must be treated
- Coughs and colds
- Threadworms
- Ringworm
- Verruca's

## What is your attendance like?

Across the year...		Across the year...
0 Days	Perfection	100%
3 Days	Impressive	98%
5 Days	Very Good	97%
8 Days	Nearly There	96%
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10 Days	Needs to Improve	94%
>17 Days	Serious Concerns	90%

Below 90% - Referred to Educational Welfare / Persistent Absentee

90% attendance = 18 **full** days of missed school...  
...equal to a drop in one whole GCSE grade per subject

***Maximise your potential and attend  
school every day!***

**No more than 5 full days absence is the expectation**



**No more than 5 full days  
absence is the expectation**

(% figures rounded to nearest whole number)

**THERE ARE 175 NON SCHOOL DAYS A YEAR**

**175 days to spend on family time, visits, holidays,  
shopping, household jobs and other  
appointments.**

### **How can parents support?**

*You must make sure your child gets a full time education that meets their needs. You can be prosecuted if you do not give your child an education. You'll normally get warnings and offers of help first.*

- **Make school attendance a priority**
- Contact school promptly on the first morning of every absence
- Make every effort to arrange medical and dental appointments outside of school hours
- Encourage attendance to school
- Support the school in ensuring that your child arrives promptly at school every morning
- Contact the school to discuss any problems or issues
- Praise and reward achievements at school

### **Holidays**

We ask all parents for their full support in ensuring that holidays are not taken during term time. There are 175 non-school days every year to take holidays and arrange other family visits and activities.

You must notify the school if you wish to take a leave of absence by completing the leave of absence request, which can be found on our website. It is likely that a holiday request will be unauthorised.

### **Attendance facts**

1. Absenteeism in the first month of school can predict poor attendance throughout the school year. Half the students who miss 2-4 days in September go on to miss nearly a month of school every year.
2. Research shows that missing 10% of the school year or about 18 days negatively affects a student's academic performance. That's two days a month which is known as persistent absence.
3. When students improve their attendance rates, they improve their academic prospects and chances for progression.