

Friday 9th October



Penwortham Girls'
High School

Introduction:

Penwortham Girls' aspires for all pupils to attend every school day (190 days). We believe that great attendance is the first step towards success both within and beyond the classroom.

We appreciate that the pandemic has created a number of new challenges, which may result in absence. Wherever possible, we strongly encourage you to ensure your daughter attends every possible day. With the potential for your daughter to be required to self-isolate at any time, it is even more important that when school is open and she is well enough to attend, that she seizes these opportunities.

Great attendance enables pupils to take full part in the school community and to take maximum advantage of the opportunities available. As well as being a legal requirement, there is a strong evidence base, both nationally and at school level, which shows that regular absence has a significant negative impact on learning and a pupil's emotional well-being.

You can access our full attendance policy, as well as our Covid-Appendix on the school's website.

Mrs Cattanach

Encouraging healthy habits:

In school, we encourage pupils to keep themselves healthy by:

- promoting thorough handwashing on arrival, in-between lessons and before and after eating;
- keeping hydrated by bringing sufficient water to school;
- ensuring they have a healthy diet and sleeping routine. Parents often inform us that this is best achieved by removing all mobile devices from the bedroom.

We aim for all our pupils to have an attendance percentage of at least 97%.

After all, if you're not in school, you cannot learn.

What happens when my daughter is absent?

When a pupil is absent, the first priority is for parents to contact the school office to notify us of the reason for the absence. Please note – if no reason is given, the absence will be recorded as unauthorised.

If a pupil is absent due to the need to self-isolate, rather than as a result of ill-health, they should access their lessons through ClassCharts and complete all set work to ensure a smooth transition back into class when they return.

If a pupil is ill and is unable to work, they should talk to their class teachers as soon as they return to school to check whether any essential knowledge was covered during their absence. In some cases, they may be required to copy-up / complete missed work.

Monitoring Attendance:

You will receive a copy of your daughter's registration (attendance) certificate each term. This gives you a day by day breakdown of her attendance as well as her cumulative percentage for the year to date.

In school, your daughter's attendance percentage is monitored on a weekly basis. If your daughter's attendance raises concern she will initially have an informal chat with Mrs Cattanach.

If your daughter's attendance does not improve, Mr Ward, the Senior Leadership Team member responsible for attendance, or Mrs Risi, our Attendance Improvement Worker (AIW) will make contact with you to discuss your daughter's attendance and any barriers which are preventing her from attending school.

School aims to work closely with parents to ensure maximum attendance as we believe school is the best place for your daughter, even when there have been problems or health setbacks.

Please note, due to government and local authority guidelines, we are not permitted to authorise holidays, even when these are part of a special celebration or a visit to spend time with relatives.