

Parental Support

Friday 29th September



Penwortham Girls'
High School

Introduction:

Penwortham Girls' aspires for all students to attend every school day (190 days). We believe that great attendance is the first step towards success both within and beyond the classroom. Great attendance enables students to take a 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 student well-being. You can read our attendance policy in full on the school website but this newsletter hopes to provide you with a brief overview.

Mrs Cattanach

Rewarding excellent attendance:

In Year 7 we reward excellent attendance in a number of ways:

- Each Friday, after October half term, students who have attended every day that week, on time, receive a raffle ticket. All tickets then go into a box and prizes are drawn in assembly at the end of each half term.
- When a student has 100% attendance and punctuality for a half term they get the attendance section of their passport signed.
- Students who have 100% attendance for the whole academic year are presented with a 100% attendance certificate in the final assembly.

Encouraging healthy habits:

In school we encourage students to keep themselves healthy by promoting thorough handwashing particularly before they eat lunch. We also have hand gel dispensers around school and encourage them to use these to prevent the spread of germs.

What happens when my daughter is absent?

When a student is absent the first priority is for them to catch up the work they have missed so that this does not impact on any future learning. In order to do this quickly and efficiently each week students are asked to identify any lessons they have missed and to record this in their planner, helping them to remember any work which needs copying up. If they miss two days or more an 'Absence Checklist' is completed in their planner with their tutor's support. An example of this check list can be seen below. If your daughter is absent please ask to see this and encourage her to catch up.

Lesson(s) missed	Covered-up key notes	Checked SHMW	Handed in / collected book	Checked for messages
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Monitoring Attendance:

You will receive attendance update on each of your daughter's monitoring reports. You can also view your daughter's attendance on class charts. In school, your daughter's attendance percentage is monitored on a weekly basis. If she misses 10 sessions, or her attendance falls below 94%, she will have an informal chat with Mr Coogan. You will be informed of this meeting via class charts.

If your daughter's attendance continues to fall the school's attendance team will work with you to avoid future absences. As a school, we know that great attendance is always a partnership between parents, students and their teachers. One way we may help you is by providing you with weekly updates on how your daughter's attendance compares with peers in her year group.

If your daughter's attendance does not improve and falls below 90% she is then classed by the government as being 'Persistently Absent'. At this stage, our Attendance Improvement Worker (AIW) will contact you as parents.

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