Parental Support

Friday 26th September

Penwortham Girls' High School

Introduction:

Penwortham Girls' aspires for every student to attend 5 lessons, 5 days each week. 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. In short, students who attend are happier, more confident and more successful. You can read our attendance policy in full on the school website.

Mrs Cattanach

Rewarding excellent attendance:

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

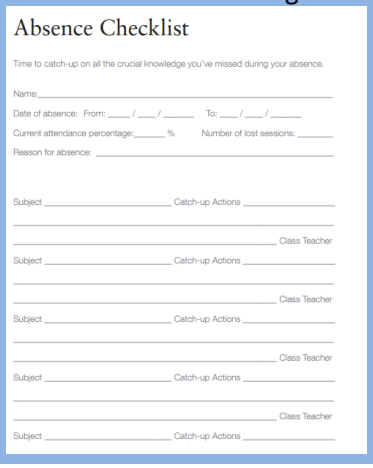
- Each Friday, after October half term, students who have attended every day that week, on time, receive a raffle ticket. Prizes are drawn in assembly at the end of each half term.
- When a student has no unauthorised absence for a school year they get the attendance section of their passport.
- Students who have 100% attendance for the whole academic year are presented with a 100% attendance certificate in the final assembly.
- Each week a year group and a form from across school are chosen for early lunch or a surprise breakfast treat.

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.



Absence Checklist

Time to catch-up on all the crucial knowledge you've missed during your absence.

Name:

Date of absence: From: ___ / ___ / ___ To: ___ / ___ / ___

Current attendance percentage: ___ % Number of lost sessions: ___

Reason for absence:

Subject ___ Catch-up Actions ___

___ Class Teacher

Subject ___ Catch-up Actions ___

___ Class Teacher

Subject ___ Catch-up Actions ___

___ Class Teacher

Subject ___ Catch-up Actions ___

___ Class Teacher

Subject ___ Catch-up Actions ___

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 Bowles. 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. We take a proactive approach in an attempt to stop minor issues becoming bigger problems. Sometimes this means letters are sent to those who don't really need them. In these cases, we expect parents to acknowledge and then ignore.

If your daughter's attendance does not improve and falls below 90% she is then classed as being 'Persistently Absent'. At this stage, a member of our pastoral team 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.