

## Attendance at Duffryn High School

A full version of the attendance policy is available if required and this can be obtained by contacting the school on 01633 654111.

### School Aim

The school is committed to a positive policy of encouraging pupils to attend school regularly. The school will work with parents and pupils to secure this aim.

### Role of the Local Authority

The Education Welfare Service (EWS) acts on behalf of the local authority and is responsible for the enforcement of attendance for all registered pupils. The EWS has an obligation to do this through legal action if necessary. The school is responsible by law for reporting poor attendance to the local authority.

### Role of Parents/Guardians

Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise. (Education Act 1996)

### Guidance for Parents and Students to achieve Good Student Attendance at school

1. To ensure that students arrive in school before the start of the school day, every day unless unwell
2. To ensure that the school has a current telephone number and address where they may be contacted throughout the school day in the event of an emergency
3. If unwell notify the school no later than 9.30 a.m. by telephone (01633 654111) and send a note in when the student returns to school
4. Not take family holidays or outings in term time
5. Students should attend registration and every lesson on time to make sure they receive their marks
6. Students should not leave the school site from 8.40am to 3.15pm unless they have a medical appointment with written evidence and permission

### Why Attendance Matters

Attendance Missed	Present	Absent	Lessons
100%	190 days	0 days	None
99.5%	189 days	1 day	5 lessons
97.4%	185 days	5 days	25 lessons
95%	180 days	10 days	50 lessons
80%	152 days	38 days	190 lessons
70%	133 days	57 days	285 lessons

- **For every day a student is absent from school they fall behind in 5 subjects**