

Attendance Update:

Dear Parents and Carers;

Please find updated information regarding student attendance and absence at John Taylor High School:

Reporting a student's absence: Please can we ask that all absences for all students are reported to our dedicated absence line- 01283 376751.

Please ensure you tell us:

- *Your child's name*
- *Your name*
- *Their tutor group*
- *The reason for absence.*

Absences must be reported each day the child is absent.

Medical appointments in a school date:

Appointments should, where possible, be arranged outside the school day. If they are unable to be scheduled at any other time, please provide us with details about the appointment before the absence is taken.

Should your child have an ongoing medical illness please do let the school know so that a medical health care plan can be completed.

Students in Years 7-11 who are leaving site for appointments etc during the day must be collected by a parent / carer. Students should present themselves at the Data Hub where they will sign out and wait for a parent/carer to arrive, before joining the parent/carer in the main reception area.

If the student is being collected by another adult, parents/carers must inform the school in advance who will be collecting the child. For safeguarding reasons, we will not allow any student to leave school premises with another adult without prior consent. Attempting to gain consent at the time the student is being collected may result in a delay in the student being permitted to leave site.

Students will not be permitted to leave in a taxi alone even if this is pre-booked by a parent.

Request for leave of absence:

All requests for Leave of Absence must be submitted via: <https://www.jths.co.uk/key-information/attendance/request-for-leave-of-absence-y7-11/>

You must provide documents to support the reason for absence e.g. proof of travel, exam or competition confirmation.

Headteachers are unable to authorise Leave of Absence in Term Time unless the reasons for this are deemed to be exceptional.

Leave of absence, which is deemed not to be exceptional, or is not applied for prior to the absence being taken, is classed as Unauthorised Leave of Absence

A period of unauthorised leave of absence may result in a parent receiving a penalty notice fine. Should a fixed penalty notice be issued, the fine applies to 'per parent/carer and per child'. This is regardless of who applied for the leave.

For a **First** offence the Penalty Notice fine would be: -

- £80 per parent, per child if paid within 21 days, rising to
- £160 per parent, per child if paid between 21-28 days.

For a **Second** offence within 3-years of the first penalty notice being issued, the penalty notice fine would be:

- £160 per parent, per child if paid between 28 days.

Following the second offence every new offence within the 3-year period will be prosecuted under S444.1 of the Education Act 1996. I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Late arrivals:

We kindly request that all students are on site, ready for registration, at 8.55am. Students arriving after 9am will be recorded as late arriving to school. An accumulation of late arrivals may lead to behaviour sanctions. Should a student arrive late due to dedicated school transport issues, their late arrival will not be recorded as late.

Attendance expectations:

At John Taylor High School, we believe that students need to attend school regularly to benefit from their education and to fulfil their potential. Missing school leaves students vulnerable to falling behind. The reason which is most often provided, for a student to be absent from school, is that they are too unwell. At John Taylor High School, during the academic year 2024-25, 15,136 sessions or 7568 days, were lost due to students being too unwell to attend. We ask that as far as possible, parents and carers encourage their children to be up early enough to have a healthy breakfast before they come to school and ensure they follow a healthy lifestyle including the appropriate amount of sleep, exercise, relaxation and study.

Should a student be absent for more than 5 consecutive school days, due to illness, additional documentation is requested to support and validate this prolonged absence from school. Supporting medical documentation may also be requested for students with previous low attendance. This can be emailed into school at attendance@jths.co.uk . Should your child have any ongoing medical issues, please do let the school know as a Medical Health Care Plan may need to be completed. A virtual or in- person meeting is also offered to students who have an absence for more than 5 consecutive days.

At John Taylor High School, we are proud of our high expectations and the positive collaboration with our students, parents, carers and other key stake holders, which enables us to achieve high attendance levels. We believe that students need to attend school regularly to benefit from their education, maintain their wellbeing and to fulfil their potential.