



FORMBY HIGH SCHOOL

Determined to Achieve

AHA / AHR

27 September 2023

Dear Parents

Re: Attendance and Punctuality Information

Good attendance and punctuality are crucial to student's success in school. Beyond that though, strong attendance also helps to support good routines, provides stability for our young people, and increases their sense of belonging within our school community. Attendance and punctuality remain a key priority at Formby High School during this academic year, and as always, we will seek to work in partnership with our parents and students to keep the profile high. As such, I wanted to share some information around Attendance and Punctuality with you.

Attendance

Our Attendance and Punctuality Policy can be accessed [Attendance – Formby High School](#). If your child is in our Sixth Form, then we have a separate policy located in [School Policies – Formby High School](#). Please ensure you are familiar with our procedures around reporting absence, requesting leave of absence and the ways in which we may engage with you about your child's attendance and punctuality.

Punctuality

Students should be in their tutor rooms, or at assembly, for 8:50am. We will continue to have staff presence at the school gate each morning and students arriving after this time will be sent to our 'late room' to be marked as late, ensure readiness for the day, and share any important notices. If a student arrives after 9:10am they must sign in on the InVentry system at the main office. In consequence for arriving to school late, students in Years 7, 8 and 9 will be issued with a behaviour point. Those in Years 10 and 11 will be issued with a breaktime detention.

Class Charts

Through the Class Charts app, you will be able to access 'fingertip' information about your child's attendance and punctuality. We would encourage parents to access this each day and to have conversations with your child about their attendance and punctuality. If you want to discuss the information being shared further, then please do not hesitate to contact me directly a.harrison@formbyhighschool.com, or alternatively, communicate with the relevant Climate for Learning Leader or Achievement Leader. If you do not have access to Class Charts, please contact enquiries@formbyhighschool.com and they will provide you with the necessary details.

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Illness

A new academic year marks a fresh start for students regarding their attendance. Our hope is that every child aims for 100% and in particular, makes a strong start to the year. However, we are aware that there may be instances which result in an absence from school. As referenced earlier we would encourage parents to report these absences in the appropriate ways, as outlined in our policy. Since the Covid-19 pandemic, we have seen an increase in students being off due to mild illness. This has been recognised by the Department for Education in their [letter to schools](#). Further to this, the NHS has provided information to support parents when making decisions about this [here](#). We would like to draw parent's attention to the advice stipulating that even if not well, but feeling well enough, students are encouraged to attend school in the first instance. Equally it is important parents are aware that there is no longer a need to test for Covid-19, the guidance states that students should attend school unless they are too unwell to do so. If you do test your child, then they are expected to return to school three days later.

Attendance Initiatives

Over the course of this half term, each year group will partake in their own attendance initiative which will focus on maintained or improved attendance. Climate for Learning Leaders and Achievement Leaders will be running a series of activities which will see students rewarded for good attendance. This will not just reward those on 100% each week but will recognise those who have improved their attendance from one week to the next. We hope this will get students talking about attendance and would welcome your support in keeping these conversations going at home too.

Attached with this letter is an appendix from the Department for Education which I hope will help parents further understand the role they play, school plays and that of the local education authority regarding attendance.

Thank you for your support with ensuring attendance at Formby High School is everybody's business.

Yours sincerely

Mrs A Harrison-Forsyth
Assistant Headteacher I/C Attendance