



20 October 2022

Dear Parent/Carer

## Attendance Matters

Sackville is a successful school and your child plays their part in making it so. We hope that every student will gain the greatest benefit from their education, and know that regular attendance and punctuality is vital for us to be able to help them succeed.

Excellent attendance leads to effective learning and has a significant impact on the life chances of a young person. Regular attendance at school is essential to ensure uninterrupted progress and to enable children to achieve their full potential.

The importance of school attendance is clear – regular school attendance increases attainment and improves the wider life chances of students. DfE Research has shown strong attendance has a direct link with academic success, with students who have good attendance (i.e. more than 96 percent) nearly 3 times more likely to achieve 5 good GCSEs than students who missed 10-15 percent of all sessions.

The effects go beyond academic achievement though, as schools are well placed to provide interventions to build resilience in children, which is essential to mental health, learning and development. Good school attendance provides a host of opportunities for children to develop essential life skills. These include:

- learning to be safe
- developing supportive social connections
- accessing good career opportunities
- developing an aptitude for life-long learning and problem-solving
- feeling empowered and valued

We know that nationally, the impact of the Covid-19 pandemic has meant a significant number of young people are not in school or attending as regularly as they should. This is not only having an impact on them but on society as a whole. At Sackville, we want to ensure that we buck that trend and get back to our pre-pandemic excellent levels of attendance and ultimately student outcomes and achievement.

The following attendance statistics show how the number of days absent equates to the number of lessons and therefore hours of learning lost.

ATTENDANCE PERCENTAGE	NUMBER OF MISSED DAYS	NUMBER OF WEEKS ABSENT	NUMBER OF LESSONS MISSED
<b>96-100%</b>	Maximum opportunity for success.		
<b>95-96%</b>	9 days	2 weeks	45 lessons
<b>90%</b>	19 days	4 weeks	95 lessons
<b>85%</b>	28 days	6 weeks	140 lessons
<b>80%</b>	38 days	8 weeks	190 lessons
<b>75%</b>	47 days	10 weeks	235 lessons
<b>70%</b>	57 days	11.5 weeks	285 lessons
<b>65%</b>	65 days	13.5 weeks	325 lessons

Students attend school for a maximum of 190 days each academic year. Sackville School expects all parents/carers to ensure that their children attend school every day. Absences due to holidays taken during term time are to be avoided. Sackville's policy is to only grant Leave of Absence **in the most exceptional circumstances**. If permission is given for Leave of Absence the Headteacher will determine the number of days of absence.

It is important to note that taking 'Leave of Absence' without the school's permission could result in you being issued with a Fixed Penalty Notice (fine of £60.00). Penalty Notices are issued per parent per child. Any unauthorised absence which exceeds 5 days can also result in a Fixed Penalty Notice.

If you wish to apply for your child to be absent from school, you should contact the Attendance Officer via email [Attendance@sackvilleschool.org.uk](mailto:Attendance@sackvilleschool.org.uk) .

Where a student is unable to attend school due to illness the student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by telephone 01342 410140 and follow the directions for leaving a message with the student's year office.

You can find out more about the rules around term-time absence in the following sources:

- [School attendance and absence: overview](#) – GOV.UK
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013: regulation 2](#) - GOV.UK
- [School attendance: guidance for schools](#) – GOV.UK

May I also take this opportunity to mention the issue of punctuality. If your child misses the start of the day, or the start of a lesson they can miss essential work or important notices. Students arriving late can also disrupt the learning of other students. Students that arrive late to school will serve an SLT lunchtime detention on the day that they are late.

We are committed to working hard to ensure that your child maximises the educational opportunities that Sackville School can offer and we know that with your continued support that will be the case. Please do not hesitate to contact the school if you have any issues regarding your child's attendance, so that we can work through them together.

Yours sincerely

Mr D Hayden  
**Assistant Headteacher**