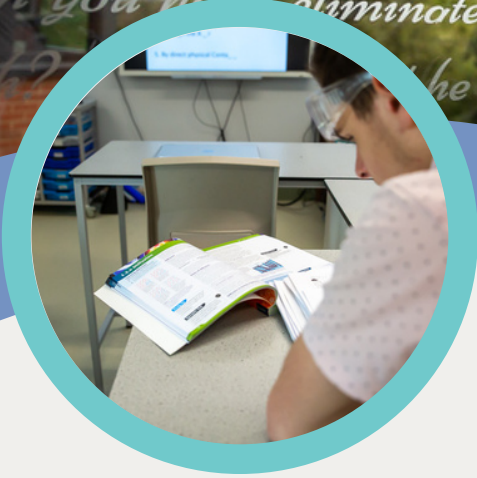


*"You will not apply my precept," he said, shaking his head. How
when you have eliminated the impossible, whatever remains, however
truth? He did not come through the door the way
concealed in the room."*



Did you know:



90% attendance means the equivalent of missing four whole weeks in one academic year.



Over five years this is the equivalent of missing HALF a school year.



Missing just 17 days in one year can mean dropping a full grade at GCSE.



Schools are open 195 days a year that leaves 170 other dates for leisure time.



Being late 10 minutes each day for one year is equal to missing approximately 6 school days.

Attendance at Undershaw

Undershaw Education Trust is committed to maximising the potential of all students.

There is a clear link between good attendance and educational achievement. We strive to achieve outstanding attendance.

This is to ensure students thrive and have access to a wide range of opportunities throughout their time at school.

We understand that our students may need a number of medical appointments so please try to make them outside of school times if possible.

Attendance Guidance

2023/2024

Undershaw 



Reporting an Absence

When a child is to be absent from school without prior permission, parents/carers should inform the school by telephone on the first morning of absence and let us know the reason for absence and what date they expect their child to return.

Please call — 01428 609953
Please email- absences@undershaw.education

If you would like to discuss the absence in more detail you can e-mail your child's form tutor or request a conversation with one of our Family Liaison Officers or the Deputy Headteacher Pastoral.

Our Attendance Team



Gemma Briggs
Deputy Headteacher (Pastoral)



Maddy Annis-Wilkinson
Family Liaison Officer



Lisa Latham
Family Liaison Officer



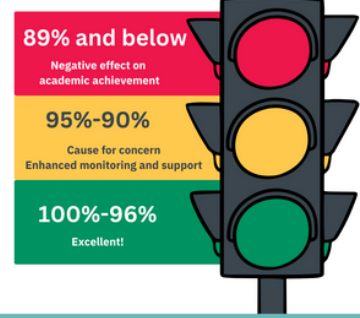
Lorraine McDermott
Office Administrator
and Reception



Children are required to attend school 190 days per year. The Government states that every pupil's attendance should be at least 95%

ATTENDANCE Why is it important?

Attendance	Days Absent	Weeks Absent
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks



Undershaw  Eliminating the impossible





Medical Appointments

Families should make every effort to ensure these appointments are made outside school hours.

Where it cannot be avoided, children should attend school for as much of that day as possible.

Please inform us of the details of the appointment and provide a letter and a copy of the appointment card along with a completed absence request form as found in page 10 of our Attendance Policy:

[CLICK HERE](#)



Punctuality

The school day starts with registration at 08:45. Students who arrive after this time but within the registration period will be marked as late. The morning registration period ends at 09:15.

Students who arrive after the registration period will be greeted at the school office to sign in and give a reason for their lateness. Any unjustifiable reason for absence will be marked as unauthorised.

It is vital that students sign in at the office to ensure that appropriate health and safety regulations are followed and that all students are accounted for.

Rewards and Awards

At Undershaw we recognise that good attendance looks different for every pupil and therefore offer a range of support systems & inclusive awards for attendance including:

- Bespoke attendance support through Tutor Teams
- Pastoral and Attendance Teams dedicated to supporting student wellbeing and developing individualised attendance initiatives
- Postcards home to celebrate improved attendance
- Most improved attendance certificates at termly celebration assemblies.





Please make holiday requests...

on the school's Absence Request Form. The DfE guidance states that parents are at risk of being issued with Penalty Notices if a leave of absence which is not authorised is taken. This applies to both parents and each individual child. We need to inform you that the Local Authority will pursue non-payments.

[CLICK HERE](#)



Holidays in Term Time

We understand that our students may struggle to take holidays when destinations are particularly busy, however, as stated in statutory legislation (enforced from September 2013), we cannot grant any leave of absence during term time unless there are 'exceptional' circumstances.

This also applies to family holidays, including those due to:

- Convenience, for example because of parental work commitments, or cost of holiday
- Visiting relatives
- Family day trips
- Holidays outside of busy periods.



Policies and Procedures

All relevant policies and procedures including the Attendance Policy can be accessed on the School's website:

