



Attendance Matters

Everyday IN School matters

It is vital that all learners have excellent attendance at Martin High School

There is a proven direct link between a learners' attendance and how well they achieve at school and beyond

Martin High School operates the following attendance grid when reporting to parents/carers:

98% and above	Excellent
96-97.9%	Good
95-95.9%	Satisfactory
90-94.9%	Cause for Concern
Below 90%	Unacceptable

We are committed to working with learners and parents/carers to achieve our target attendance target of 96.5%.

Attendance Expectations

- **The school day begins at 8.45am**, all learners are expected to be in school by this time, regardless of the distance they may have to travel. Learners who arrive after 8.45am, must sign in at reception.
- The Martin High School operates the Truancy Call System to notify parents/carers if their child has not arrived at school or to lessons.
- Parents/carers can help by notifying us in advance about planned absences, and arrange medical or dental appointments outside the college day, where possible.
- The Martin High School requests that parents/carers contact the School by 9.30am to let us know if their son/daughter is going to be absent for each day of absence.
- Parents/carers are strongly advised to avoid taking their children on holiday during term time and requests during term time will not be authorised. In exceptional circumstances, written requests for extended leave should be made in advance to the Principal. Please be aware that there are assessments and trial exams throughout the academic year for all year groups.



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Attendance Matters Conversations

Form Tutors, Heads of House, Senior Leaders and members of the Pastoral Team regularly hold Attendance Matters conversations with learners so that they realise the importance of high levels of attendance.

We also work closely with our Education Welfare Officer Jenny McGreal. Miss McGreal holds regular attendance clinics at the school to talk directly to learners about their attendance and support the work of the teaching staff, parents and carers to ensure that learners achieve the best attendance possible.

Learners, parents and carers are actively encouraged to keep track of learners' attendance through Beehive.

Please see the chart below which shows how absences impact attendance:

Every School Day Counts			
Attendance during the school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
97%	6 days	1 week	30 lessons
94%	10 days	2 weeks	50 lessons
90%	19 days	4 weeks	95 lessons
85%	29 days	6 weeks	145 lessons
80%	38 days	8 weeks	190 lessons
75%	48 days	10 weeks	240 lessons
70%	57 days	11.5 weeks	285 lessons
65%	67 days	13.5 weeks	335 lessons

Regular attendance at school is the most important factor in a young person reaching their full potential.

- Please be aware that if a learner has had ½ days (1 session) absence by 30th September 2020 they will have 97% attendance, which is just above The Martin High attendance target.
- If they have missed 1 day (2 sessions) they will have 95% attendance.

At Martin High School, we reward students who have excellent attendance with termly prize draws to win vouchers, form group rewards, certificates, badges and prizes.



LIONHEART ACADEMIES TRUST

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CEO Kath Kelly MSc



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Covid-19

When reporting an absence, it is important that you provide us with as much information as possible. This will enable us to code the absence correctly & avoid detrimental effects on your child's attendance. In these unprecedented times, supplying as much information as possible has become even more crucial in order to protect your child and our school community.

If your child presents with a high temperature, a new dry continuous cough and/or a loss (or change) of taste or smell then you should keep your child at home, inform the school and book a test. During the isolating period of waiting for test results, current school work will be provided on Class Charts for your child to access and complete. You must provide us with evidence of a negative test result before your child returns to school.

In the case of your child testing positive (or they have been in close contact with someone who has tested positive), again you must inform us immediately and isolate at home for 10 days from getting the positive result. Everyone in the same household should isolate as well for 14 days, starting from the first day your child started feeling unwell. If after 10 days your child still feels unwell, they should still stay at home until they feel better. Again, the X code will be applied and current school work will be provided on Class Charts. If a test comes back inconclusive, you must still isolate and have another test within 5 days of symptoms starting. Again, communication with the school is vital.

If you are unsure of the symptoms your child is presenting, you can refer to the table below. If you are still unsure, you can call 111 to seek further advice and discuss your concerns with our Attendance Officer.

RECOGNISING CORONAVIRUS SYMPTOMS

SYMPTOMS	CORONAVIRUS Symptoms range from mild to severe	COLD Gradual onset of symptoms	FLU Rapid onset of symptoms	HAYFEVER	ASTHMA
Fever ($\geq 37.8^{\circ}\text{C}$)	Common	Rare	Common	No	No
Cough	Common (usually dry & continuous)	Mild	Common (usually dry)	Sometimes (usually dry)	Sometimes (wheeze & cough)
Shortness of breath	Sometimes	No	No	No	Sometimes
Headache	Sometimes	Rare	Common	Sometimes	No
Sore throat	Sometimes	Common	Sometimes	'Itchy' throat	No
Runny / stuffy nose	Rare	Common	Sometimes	Common	No
Sneezing	No	Common	No	Common	Rare
Aches & pains	Sometimes	Common	Common	No	No
Fatigue	Sometimes	Sometimes	Common	Sometimes	No
Diarrhoea	Rare	No	Sometimes (for children)	No	No

Adapted from: World Health Organization, Centers for Disease Control and Prevention



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If there are any circumstances which might affect your child's attendance, or you have any queries, please contact the Attendance Team on the contact details below:

School Office	Telephone: 0116 236 3291 - press 1 from the Option Menu Email: office@martinhigh.org.uk
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We look forward to working with you this academic year.

Best Wishes,

The Martin High Attendance Team



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