

Trinity Absence Procedures

If you know your child will not be attending school on any day, please contact the School by 8am in the morning.

If you wish to discuss the reason for absence, please ask to be put through to the Attendance and Welfare Officer who will be happy to offer advice.

Failure to inform the school of any absence will result in the absence being unauthorised.

For pupils who have continued absence due to illness, an absence will not be authorised unless medical evidence is produced on their return to school.

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance we identify any pupil whose attendance causes concern. We then issue a first Letter to register our concern with parents.

If a pupil's attendance percentage falls below 95% a letter will be sent to parents informing them that attendance is now being tracked for their child. (Stage 1 letter)

If attendance does not improve parents will receive a letter informing them that a Penalty Notice may be applied for through the Local Authority. (Stage 2 letter).

If attendance does not improve Trinity School will ask for the Local Authority to issue a Penalty Notice.

The information below shows how attendance can affect your child's future progression.

Above 97%: Less than 6 days absence a year Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
95%: 10 days absence a year These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.
90%: 19 days absence a year Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best. Young People in this group (from September 2015) are classed as "Persistent Absentees".
85%: 29 days absence a year Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

Leave of Absence

A Headteacher is only allowed to authorise leave in term time for a period of 10 days in exceptional circumstances.