

SCHOOL ABSENCES



- Absences need to be reported by **09.00am on 01189 668 065 – Option 1** or merattendance@maidenerleghtrust.org
- When reporting absences, please provide the **pupils name, year and tutor group** and reason for absence. Without a reason, the absence will be recorded as unauthorised.
- When making medical appointments, we encourage this to be done outside of school hours, however, if this is not possible, please provide at least **24hrs notice via email** to merattendance@maidenerleghtrust.org providing the proof of appointment where possible.
- When requesting exceptional leave during term time, this will need to be done on a **MER Leave Request Form** available on the school website, and submitted at least 15 days prior to absence
- **Persistent absences** will result in a referral to the Educational Welfare Officer, which may lead to penalty fines being issued.
- **Persistent lateness** can affect attendance percentage. Any student arriving after 9.15am without authorisation will be recorded as unauthorised absence for AM registration.

This information shows how attendance can affect your child's future progression

ABOVE 97%: EXCELLENT ATTENDANCE – LESS THAN 6 DAYS ABSENCE A YEAR

These pupils form good attendance habits and have the greatest chance of achieving the best grades they can, leading to better future prospects.

95%: GOOD ATTENDANCE – 10 DAYS ABSENCE A YEAR

These pupils are likely to achieve good grades. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

90%: LOW ATTENDANCE – 19 DAYS ABSENCE A YEAR

These pupils are missing almost a month of school per year; it will be difficult for them to achieve their best. Young People in this group are classed as "Persistent Absentees" and parents of students with this level of attendance or below could be issued with a Penalty Notice or be subject to legal action by the Local Authority for their child's attendance.

85%: VERY LOW ATTENDANCE – 29 DAYS ABSENCE A YEAR

These pupils are missing 6 weeks of school per year. They are less likely to achieve 5 or more GCSEs (or equivalent) at grades 9–5, including English and Mathematics, than their peers. Parents of students with this level of attendance are more likely to be subject to legal intervention by the Local Authority for their child's attendance.



This table shows how much time can be missed over a year by arriving late to school every day.

**5 MINUTES LATE
EVERY DAY =**

**3 DAYS OF
SCHOOL LOST
A YEAR**

**10 MINUTES LATE
EVERY DAY =**

**6.5 DAYS OF
SCHOOL LOST
A YEAR**

**15 MINUTES LATE
EVERY DAY =**

**10 DAYS OF
SCHOOL LOST
A YEAR**

**20 MINUTES LATE
EVERY DAY =**

**13 DAYS OF
SCHOOL LOST
A YEAR**

**30 MINUTES LATE
EVERY DAY =**

**19 DAYS OF
SCHOOL LOST
A YEAR**