

# QUEEN ELIZABETH'S GRAMMAR SCHOOL

The Green Road, Ashbourne, Derbyshire DE6 1EP

Tel: 01335 343 685 Email: enquiries@qegs.email Twitter: @qegs\_ashbourne

Web: www.queenelizabeths.derbyshire.sch.uk

Headteacher: Mr S Garrity

Chair of Local Academy Committee: Mrs H Baker



4<sup>th</sup> September 2019

Dear Parent/Carer

## The Importance of Regular Attendance and Punctuality at School

Regular and punctual attendance at school is both a legal requirement and essential for students to maximise their educational opportunities. I would like to thank parents and carers for your efforts in helping the Academy to maintain our high standards in respect of both attendance and punctuality.

It is a parent's legal responsibility to ensure that their child attends school regularly and, ideally, every student should aim for 100% attendance at school. The Department for Education sets a target for school attendance, which is that all school students should attend school for at least 95% of each academic year. The QEGS expectation is at least 96% and we will look to support students who fall below this target.

For safeguarding reasons primarily, it is of vital importance that students are at school and on time. Furthermore, any absence from school disrupts the education of a student. Young people not attending school regularly and punctually:-

- Do not achieve their best possible academic outcomes
- Do not engage with the full range of educational opportunities available to them
- Compromise their future educational and employment opportunities
- Find it difficult to maintain friendships

The attached "Lost Learning" information sheet clearly illustrates the impact of days missed from school. Although 96% attendance might sound high, in fact, this equates to a student being absent for almost 2 school weeks (49 lessons missed). Students whose attendance falls below 96% are considered to be below the expected QEGS standard and those that fall below 90% are categorised by the Department for Education as persistently absent.

Absence from school can only be authorised by the Headteacher within the boundaries set by the Department for Education (Pupil Registration, England, Amendment) regulations (Sept 2013). All unauthorised absence taken in term time will be referred to Derbyshire County Council with the request that a Penalty Notice is issued. Please see the attached statement from Derbyshire County Council with regard to the issue of penalty notices.

School starts at 8.50am (except when it is a parents' consultation evening or early closure when the start time is 8.30am) and the register is taken at this time. Students arriving at school after this time must report to Student Services, where their name and reason for lateness will be recorded. If a student receives three late marks or is more than 20 minutes late, without good reason, they will serve a lunchtime detention. If students receive three lunchtime detentions, miss their lunchtime detention or are more than 40 minutes late, parents and carers will be contacted and they will serve an after-school detention.

QEGS Academy Sponsors: The Woodroffe Benton Foundation - The Old Trust (founders 1585)

If your child is unwell at home and unable to attend school because of illness, then you must phone school to report the absence, before 9.00am. To do this simply phone 01335 343 685 and press 1 to speak to Student Services. If the period of absence is greater than 3 school days you must complete a 'reason for absence' form. This will be given to students, by their Form Tutor, on their return to school as part of their reintegration process, and should be returned promptly back to their tutor. Provided that the reason for absence falls within the regulations set down by the Department for Education, the absence will be recorded as 'authorised'. Absence that falls outside these regulations, or is not supported by the return of the 'reason for absence' form, is deemed to be 'unauthorised' and will be recorded as such.

We request that all medical/dental appointments are sought out of school hours where possible, so as not to impact on attendance and learning. However, if your child has an appointment during the school day they should bring a copy of their appointment letter (if applicable) and/or a letter from home explaining the need to leave school early that day. Your child will need to have this letter signed by their Progress Leader and take it to Student Services to sign out at the agreed time.

Students whose attendance or punctuality gives cause for concern will be supported by the Academy, to help them improve. If no improvement is evident, students will be referred to Education Welfare Services at Derbyshire County Council, which may result in you being served with a Penalty Notice or a summons to court.

Given the importance of students attending school regularly and on time, all QEGS rewards trips/events have the attendance criteria of 96% and the punctuality criteria of no more than 3 late marks, which students must achieve in order to participate in any rewards events.

If you would like to discuss your child's attendance and punctuality data, then please contact their Form Tutor in the first instance.

Whilst we appreciate that students' attendance and punctuality may, on occasion, be affected by periods of ill health or other mitigating circumstances, we ask that you continue to ensure that your child attends school in line with the targets set for school attendance and punctuality.

If you have any questions or concerns regarding the content of this letter please contact me by email at [hallam@qegs.email](mailto:hallam@qegs.email) or by phone on extension 1242.

Yours faithfully



Mr B Hallam  
**Senior Progress Leader**