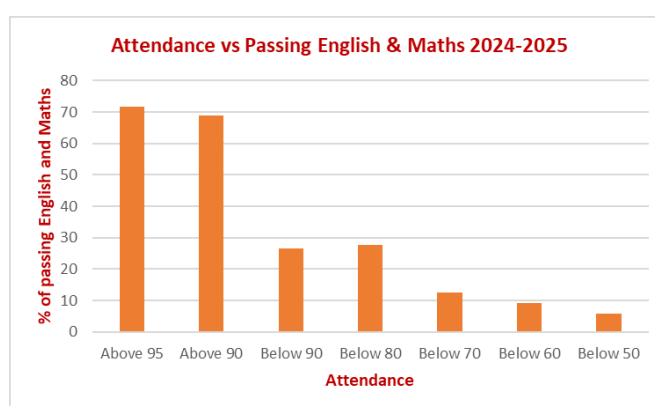


9<sup>th</sup> September 2025

Dear Parent/Carer

## Attendance at Shuttleworth College

As a school, we are committed to providing the best possible education to all of our students. This can only be done when students are in the building and attending school. We know that attendance at school is directly linked to the grades that students leave Shuttleworth College with. The table below outlines the percentage chance of passing English and Maths based on the attendance of our students last year.



As you can see, those students who attend school, get better outcomes and this often means they don't have to resit English or Maths at college, meaning they can focus on their Post 16 studies and their future.

In order to support with ensuring your child has the best possible attendance, we as a school will not be authorising any absence for holidays, family events, or any other activity that takes a student away from the school where we know, their future success could be impacted. We also know that missing school can have an impact on social skills and friendships.

If you do decide to take your child out of school in term time for a holiday, we will follow the local authority process with regards to penalty notices (fines). The local authority gives school the power (under Section 444 of The Education Act 1996) to consider a penalty notice for 5 days of absence with a 10 week rolling period or more with a value of £160 per parent per child. We do not take these steps lightly, but must do all we can to ensure that students attendance remains high to protect their future options and chances. We are aware that some students suffer from chronic illness, and we will as always, work with those families on an individual and supportive basis.

Our escalation process for attendance concerns is below and can be found on our website along with the school attendance policy.



## Attendance Escalation Process

### Unauthorised absence escalation process

A student has 4 sessions of unauthorised absence in a 10 week rolling period.

**ACTION:** Attendance Letter 1

A student has 6 sessions of unauthorised absence in a 10 week rolling period.

**ACTION:** Attendance Letter 2

A student has 10 sessions of unauthorised absence in a 10 week rolling period.

**ACTION:** Notice to Improve Meeting

A student continues to decline over a 3 week period in attendance despite Notice to Improve.

**ACTION:** Penalty Notice Request

### "I" code escalation process

A student with 6 sessions of absence coded as an "I" in a 10 week rolling period.

**ACTION:** HOY phone call to ascertain return

A student with 10 sessions of absence coded as an "I" in a 10 week rolling period.

**ACTION:** Attendance meeting to discuss absence

No proof of illness seen so further absence unauthorised.

**ACTION:** Refer to unauthorised absence pathway

A reminder that on each day of absence you must either call the school or leave a message on the app with the reason for absence no later than 8.30am. If there is no reason for the absence, or the reason for absence does not meet our criteria to authorise, we will mark this as an unauthorised absence.

Finally, linked to attendance is punctuality. It's vitally important that students not only attend school but attend on time. We expect all students to arrive by 8.30am in the morning and any students arriving after 8.40am will be marked as late and receive a 1 hour detention. Students arriving after 9.30am will be given a "U" code. This means that they have arrived after registers have closed and while will be marked in school, their AM mark will be unauthorised.

We encourage all parents to support in ensuring their child attends and attends on time. This often means making sure they go to bed at a reasonable time and have an appropriate mechanism to wake them up. We know many students will use their phone as an alarm, but research shows that children having their phone in their room at night negatively impacts their sleep patterns. As a school we believe that students should have an alarm clock and leave their phones outside of their room at night.

We look forward to working with you over the school year and future years to ensure that your child's attendance is the best it can be, leading to a successful examination period at the end of their journey with us at Shuttleworth College.

If you have any questions, please do not hesitate to get in touch with the Attendance Team at [attendance@shuttleworth.lancs.sch.uk](mailto:attendance@shuttleworth.lancs.sch.uk) or get in touch through the Shuttleworth App.

Yours sincerely

Mr R Hinchliffe  
Assistant Headteacher (Attendance)