

Dear Parents / carers,

At Enfield Heights Academy good attendance and punctuality are expectations for all our students. Children with good attendance achieve better results, build strong friendships and social skills as well as developing positive routines.

The Importance of Being on Time

Arriving late can cause anxiety and missed learning. Just 10 minutes late each day adds up to over a week of school missed in a year. Please ensure your child is at school, on time, every day. Arriving on time sets up for a positive and successful day of learning.

If your child arrives at school after the register has closed, they will be marked as unauthorised late, which counts as an absence and will affect their overall attendance percentage

The table below shows how missing just a few minutes each day can quickly add up to days of school missed over a year.

| Minutes missed each day | Days missed per year |
|--------------------------------|------------------------------------|
| 5 Minutes | 3 Days |
| 10 Minutes | 6.5 Days -Over 1 week missed |
| 15 Minutes | 10 Days - 2 weeks missed |
| 20 Minutes | 13 Days -Over 2.5 weeks missed |
| 30 Minutes | 19 Days -Just under 4 weeks missed |

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Reporting Absences and Lateness

Parents must report all absences or lateness **before 9am** by calling **Mrs Bharmal (Office Manager)** on: **020 8805 9811** or alternatively email heights@northstartrust.org.uk

If we do not hear from you, the absence will be marked unauthorised and home visits may take place.

School Day Timings

| | |
|---------------------------|---------|
| School gates open at: | 08:45am |
| School day/ Registration: | 08:55am |
| School finishes at | 03:25pm |

How we monitor attendance and punctuality

Should your child's attendance drops below 95%, (National expectation) or becomes a persistent absentee/late, you will be notified in writing and in some cases you will be invited to attend a meeting to discuss strategies on how we can support improve attendance.

Should attendance continue to become a concern, the case will be escalated to either to **Mr Venn** - Senior Champion Lead on Attendance and/or **Mrs Madahar**, Education Welfare Officer.

The table below outlines how attendance is graded and the equivalent number of school days missed for each percentage.

17 days absence in a year result in a drop of one grade at GCSE over time.

| Attendance percentage | Days missed over a school year |
|------------------------------|--|
| 100% | 0 Days missed |
| 95% | 10 days missed (2 weeks of school) |
| 90% (Persistent absentee) | 20 days missed (4 weeks of school) |
| 85% | 30 days missed (6 weeks of school) (approximately half a term) |
| 80% | 40 days missed (8 weeks of school) |

How absence affects future success

Missing just a few days of school each term can add up to significant loss in learning time. Poor attendance has been linked to lower GCSE grades and reduced future earnings. Students who miss more school days are more likely to earn lower salaries later in life. The table below shows the link between student absences and average earnings by age 28.

Every day of school missed during Years 7 to 11 is linked to a £750 reduction in future earnings.

| Attendance Level | Days missed per year | Likelihood of Achieving Good GCSEs | Impact on Future Earnings (by age 28) |
|------------------------|--------------------------------|--|--|
| Excellent (95%+) | <10 | High – most likely to achieve grade 5+ in English & Maths | Baseline (no loss) |
| Good (90–95%) | 10–20 days per year | Almost half as likely to achieve grade 5s compared with 95%+ attenders | Up to £3,000–£5,000 less earnings |
| Persistent Absence 90% | 20+ days per year | Much less likely to secure 5 good GCSEs | Around £10,000 less earnings |
| Severe Absence 50% | Miss over half the school year | Very unlikely to achieve GCSE benchmark | Upwards of £20,000 less earnings |

Term time holidays

Holidays should not be taken during term time. Absence requests must be made in advance using the form from the school office.

Leave will only be authorised in exceptional circumstances by **Ms Justyna Powrie Headteacher**. Your child's current and past attendance record will also be considered before a decision is made.

Fixed penalty

Whilst we want to avoid fines, persistent absence or lateness may lead to a Penalty Notice. The Penalty Notice fine is issued per parent per child.

The first penalty notice issued will be charged at £160 if paid within 28 days of the date shown on the Penalty Notice. This will be reduced to £80 if paid within 21 days (this includes weekends).

If a second penalty notice is issued to the same parent in respect of the same child, the charge will be at a flat rate of £160 if paid within 28 days.

Should you have any queries, please come and ask at the school office.

With kind regards,
Justyna Powrie and Mel Madahar