



## **ATTENDANCE AND ABSENCE**

We want all students to receive full-time education which will maximise the opportunities for them to realise their true potential. The pastoral teams will work closely with students and families, to support them in meeting their legal duties to ensure all children receive the education they deserve.

If your child is unwell, please call the school no later than 8:30am leaving a message stating your child's name, form group and a brief explanation as to the nature of the illness. A call is requested for every day of absence.

Please try to avoid medical / dental appointments in school time wherever possible. If this is unavoidable, please send your child to school before and after the appointment.

- Regular attendance at school means that your child can make the most of their education, improving their opportunities later in life.
- School can also help your child to develop their social skills such as making and maintaining friendships.
- A regular and punctual attendance pattern will help your child when they enter the world of work.
- Research has shown a clear link between good attendance at school and the quality of the qualifications that students achieve.
- The school will contact you in the first instance to raise concerns about your child's attendance.
- You will be offered support to address any concerns you have over your child's school attendance.
- Phone calls will be made to discuss any concerns and home visits may also be carried out.

***"For every 17 days you are absent your GCSE results will drop by a whole grade!"***

***(DFE research)***



## **PUNCTUALITY**

Being late affects your attendance;

- Arriving **5** minutes late every day adds up to over 3 days lost each year!
- Arriving **15** minutes late every day adds up to over 10 days lost each year!
- Arriving **30** minutes late every day adds up to 4 weeks lost every year!

## **LEAVE OF ABSENCE**

- The Headteacher may consider requests for leave of absence **ONLY** in exceptional circumstances.
- A written request must be submitted by the parent/carer **IN ADVANCE** to the Headteacher who will send a written response.
- Failure to request leave of absence will result in the absences being recorded as unauthorised and you may be liable for statutory action.



## **ATTENDANCE AND THE LAW**

If you continue to fail in your responsibility you may:

- Receive a Penalty Notice. This is a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. The fine can be issued for truancy, holidays in term time or poor attendance/punctuality. Failure to pay a penalty notice may result in prosecution.
- Be prosecuted in the Magistrates' Court. This could result in a fine of up to £2,500 per responsible adult or up to 3 months imprisonment.
- Talk to your child about school. Take a positive interest in your child's work, including homework.
- Attend Parents' Evening and other school events.
- Make sure you know your child's attendance. All students should aim to achieve at least 95%.
- Try not to make medical appointments for your child during school time. If this cannot be avoided send them in for the rest of the day. You should send the appointment letter/card as evidence with a note signed by you.
- Make sure that you contact school before 9.00am each day that your child is absent to provide a reason.

As a parent/carer it is your responsibility to ensure that your child attends school both regularly and on time.

Excellent attendance – your child's attendance is above 98%

Good attendance – your child's attendance is 96-97%

Satisfactory attendance – your child's attendance is 95%

Unsatisfactory attendance – your child's attendance is 90-94%

Concern – your child's attendance is between 85-90%

Serious concern – your child's attendance is below 85%. You need to **TAKE ACTION NOW**

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