

## Promoting Attendance

- Regular assemblies take place in school highlighting the importance of Attendance.
- Weekly attendance figures are given for each tutor group in assembly.
- Rewards given for excellent, good and improved attendance.
- Rewards given to tutor groups for achieving the best attendance.
- Informative displays regarding attendance in school.

## Good Attendance

What does your child's percentage attendance mean? Parents/carers often become confused about what good attendance is. As a school our target attendance percentage is 95%.

<i>Attendance Percentage</i>	<i>Days missed</i>	<i>Sessions missed</i>	<i>Weeks missed</i>
100%	0 Days missed	0 sessions	(0 weeks)
95%	9.5 Days missed	19 sessions	(1.5 weeks)
90%	19 Days missed	38 sessions	(3 weeks)
85%	28.5 Days missed	57 sessions	(4.5 weeks)
80%	38 Days missed	76 sessions	(6 weeks ½ a term)

***If you achieve 100% attendance - 190 days - you still have an amazing 175 days when you do not have to attend school.***

## School Punctuality

**Lateness = Lost Learning = Minutes amount to days**

Parents/carers are responsible for ensuring that their son/daughter arrives at the school punctually. Students should arrive at the school for no later than 8.30. First lesson begins at 8.40am and teachers electronically take the first register of the day. Registers are then taken in EVERY lesson. Students must report to the attendance office, in the student support building, to sign in if they arrive late. Arriving after 9.00am without a legitimate reason will be recorded as an unauthorised absence. If a student needs to leave school early they need to bring a note to the attendance officer when they sign out. The school will contact you if we have concerns about attendance and punctuality and ask that you support our procedures to bring about a positive change (this is part of the Home/School agreement).

<b>Minutes lost each day</b>	<b>Days lost per school year</b>
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

***Being late 10 mins every day for one year is equal to 33 hours - approximately 6 days!***

## Reporting an Absence

If your child is unable to attend school you must:

- Contact us as soon as possible on the first day of absence, preferably before 9.00am. Please make sure you state your child's name, tutor group and the reason for absence. Please speak clearly and spell any unusual names.
- You can text using school Comms on 01963 602000
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us;
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you.

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with our Attendance Officer, Pastoral Manager and/or Head of Year if absences persist;
- Refer the matter to the Educational Welfare Service if attendance moves below 85%. Attendance below 85% is labelled by the Government as persistent and triggers a formal legal process.

## Reasons for Absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

**Authorised absences** are mornings or afternoons away from school for a good reason and that are permitted under government guidelines like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Medical and Dental appointments, where possible, should be made for after school or during school holidays. The School understands that this isn't always possible, however, students should attend school prior to or following a medical/dental appointment and avoid a full day's absence.

**Unauthorised absences** are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the School and the Educational Welfare Service using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed.
- Holidays taken during term time.