ATTENDANCE & PUNCTUALITY
A guide for Parents & Carers
2019 / 2020

WHAT CAN I DO TO IMPROVE ATTENDANCE?

- Have a regular bedtime.
- Have a healthy diet and exercise regularly.
- Limit digital technology.
- Use an alarm clock.
- Get prepared for school the night before.

WHY IS GOOD ATTENDANCE IMPORTANT?

- To keep up with learning in the classroom.
- To achieve good exam results.
- To help get a good job.
- To help with getting to sixth form, college etc.
- To prevent court action.

WHAT IS A PERSISTENTLY ABSENT PUPIL (PA)?

- Your child becomes a ‘persistently absent’ pupil when attendance falls below 90%.
- The Attendance Officer will monitor a PA pupil. No absence will be authorised at this point without medical evidence (e.g. prescriptions, stamped appointment cards.)
- The Head of Year and the Attendance Officer will monitor any pupil with less than 95% on a weekly basis.
- 7 sessions (3.5 days) missed in each half term = a persistently absent child.

### Absence from School

Children are required to attend school for 190 days each year

<table>
<thead>
<tr>
<th>Attendance during one school year</th>
<th>equals days absent</th>
<th>which is approximately weeks absent</th>
<th>Which means this number of missed lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>95%</td>
<td>9 days</td>
<td>2 weeks</td>
<td>45 lessons</td>
</tr>
<tr>
<td>90%</td>
<td>19 days</td>
<td>4 weeks</td>
<td>95 lessons</td>
</tr>
<tr>
<td>85%</td>
<td>29 days</td>
<td>6 weeks</td>
<td>145 lessons</td>
</tr>
<tr>
<td>80%</td>
<td>38 days</td>
<td>8 weeks</td>
<td>190 lessons</td>
</tr>
<tr>
<td>75%</td>
<td>48 days</td>
<td>10 weeks</td>
<td>240 lessons</td>
</tr>
<tr>
<td>70%</td>
<td>57 days</td>
<td>11.5 weeks</td>
<td>285 lessons</td>
</tr>
<tr>
<td>65%</td>
<td>67 days</td>
<td>13.5 weeks</td>
<td>335 lessons</td>
</tr>
</tbody>
</table>

How does your child’s attendance compare with this target?
Please remember that children who miss a lot of school achieve less.
WHAT IF ABSENCE IS ESSENTIAL?
You have a parental responsibility to notify school of any reasons for absence, this should to be done each day of absence before 09:30am.

WHAT ARE PARENTAL RESPONSIBILITIES?
Parents must ensure their child arrives on time to school each day. Every child between the ages of 5 and 16 must attend school by law. Failure to do so could result in court action and a penalty notice could be issued (section 444 of the Education Act 1996).

WHAT IF MY CHILD HAS AN APPOINTMENT DURING SCHOOL TIMES?
We would expect all appointments where possible to be taken before or after school. Where this is not possible, we would expect you to attend before or after the appointment dependant on the appointment time.

HOLIDAY TAKEN IN TERM TIME.
The Department of Education state no time can be taken in term time for holiday. The Head teacher will not be able to authorise any time taken for holiday unless there are exceptional circumstances. If you decide to take time for holidays in term time and this has not been authorised, you will receive a fixed penalty notice of £60 per parent per child. The payment will need to be paid within 21 days of its issue and, if it isn’t paid the amount due will rise to £120 (and this will again need to be paid within 28 days to avoid potential prosecution).

PUNCTUALITY
- All children should arrive into school by 08.39am ready for the school bell at 08.40am.
- If your child arrives late to school without a valid reason, he/she will be required to attend a break-time detention, and if your child arrives late more than once in a school week a 30 minute after school detention will be issued.
- Persistently late pupils will have other sanctions put in place e.g. a punctuality report.
- If your child continually arrives after 09:30am each day this would be marked as a ‘U’ code, which will be classed as an unauthorised absence.