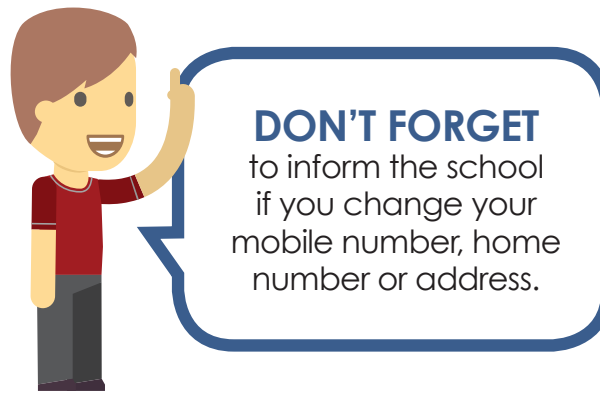


# EVERY DAY COUNTS!

## BEING LATE ALSO MAKES A DIFFERENCE...

Depending on how **LATE** your child is everyday, they would **LOSE** the following days of education...

5 minutes LATE	3 days
10 minutes LATE	6.5 days
15 minutes LATE	10 days
20 minutes LATE	13 days
30 minutes LATE	19 days



**KEY STAGE 3 AND 4**

# ATTENDANCE MATTERS

## WHO CAN YOU SPEAK TO IF THERE ARE PROBLEMS WHICH AFFECT YOUR CHILD'S ATTENDANCE?

- Attendance Officer
- Mentor / Class Teacher
- Progression Lead
- Headteacher
- Deputy Headteacher

IF YOU REQUIRE ANY FURTHER HELP OR ADVICE, OR IF YOU HAVE ANY QUESTIONS, THEN CONTACT:



**023 8021 5320 or  
07788 567 885**

A guide for parents/  
carers and students

# SCHOOL STARTS AT 8:45am

Please contact the school by 8:30am on **023 8021 5320** or send a text to **07788 567 885** if your child is unable to attend.

We want your child to learn and achieve. We will work with you to **support** good attendance and punctuality.



The register is taken at **8:45am**. If your child arrives between **8:45am - 9:15am**, they will be marked as **late**. After **9:15am**, they will be marked as an **unauthorised absence**.



If your child is absent and you have not notified the school, we will contact you by an **automated call/text and a personal call**.



We need to ensure your child is safe. If an absence continues and we have not heard from you, we will contact you in writing and ask our **Progression Lead** to visit you at home.



Attendance and punctuality are matters which are taken seriously. Persistent absence and lateness will be referred to the **Education Welfare Service** and can result in a **Penalty Notice or Prosecution**.



## EXAMPLES OF AN AUTHORISED ABSENCE



- Genuine illness - Long term absence will require medical evidence
- Unavoidable medical appointments
- Religious observance
- Death of a close relative

## EXAMPLES OF AN UNAUTHORISED ABSENCE



- Tired/overslept
- Illness of a parent or carer
- Holiday
- No clean uniform
- Refusal to come to school
- Birthdays



## YOUR CHILD SHOULD BE ATTENDING SCHOOL REGULARLY BECAUSE...

- It is the law
- They are more likely to achieve
- They will be more likely to get a job and earn money

## REGULAR SCHOOL ATTENDANCE WILL GIVE YOUR CHILD THE OPPORTUNITY TO:

- Make friends and feel included
- Learn and develop new skills
- Increase their confidence and self-esteem
- Improve their social skills
- Achieve their potential

## WHAT WE EXPECT PARENTS/CARERS TO DO:

- Contact the school promptly to report an absence
- Make medical and dental appointments outside of school hours
- Arrange for your child to arrive at school on time

## WHAT YOU CAN EXPECT OF THE SCHOOL:

- We recognise good and improving attendance
- We will follow up all attendance concerns
- We will challenge you to ensure your child attends every day

## HOLIDAYS

The Headteacher will not authorise any leave of absence during term time unless it is for exceptional circumstances only.

Family holidays during term-time are **NOT ACCEPTABLE**.



## HIGH ATTENDERS ARE GOOD ATTAINERS

# ATTEND AND SUCCEED!