



Wise up to Attendance & Punctuality

Support for Parents & Carers



Journeying together with Jesus Christ, we learn to love and love to learn

Attendance Matters!

“Every School Day Counts!”

Attendance

- 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.

“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 30 minutes late every day adds up to over 4 weeks lost each year!
- If your child arrives after the close of register, a U code will be recorded, which is an unauthorised absence and statutory action may be considered.

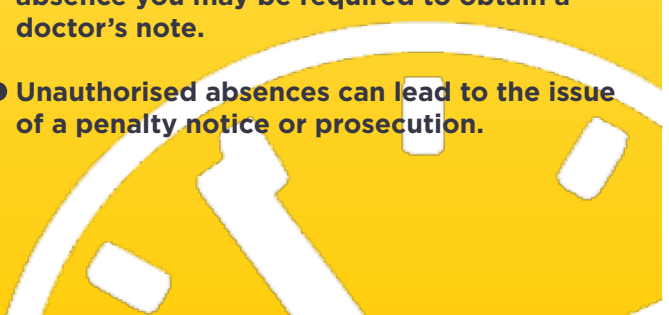
Late Detentions

If your child arrives late to school they are required to complete a 20 minute after school detention the same day.

How can I help my child attend school regularly?

- 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 target. All students should aim to achieve at least 97%.
- Try not to make Dental/Medical appointments for your child in school time. Where this cannot be avoided, send them in to school for the rest of the day. You should send the appointment letter/card as evidence with a note signed by you.
- Only allow days off for **genuine** illness.
- Make sure you contact the school straight away AND send a signed note on their return.

What are my responsibilities for my child's school attendance?

- As a parent/carer it is your responsibility to ensure that if your child is of compulsory school age, they attend school both regularly and on time.
 - The local Authority has a duty to make sure that all parents/carers fulfil this responsibility.
 - Make sure you contact school each day that your child is absent to provide a reason.
 - You are required to provide medical evidence to authorise your child's absences. This can be an appointment card, letter from a medical professional or a copy of a prescription. For longer periods of absence you may be required to obtain a doctor's note.
 - Unauthorised absences can lead to the issue of a penalty notice or prosecution.
- 

Leave of Absence

- Holidays during term time **WILL NOT** be authorised.
- 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 Head Teacher who will send a written response.
- Failure to request leave of absence will result in the absences being recorded unauthorised and you may be liable for statutory action.

What will happen if my child does NOT attend school regularly?

- The school will contact you in the first instance to raise concerns about your child's attendance.
- You will be offered the support of the Education Welfare Officer to address any concerns you have over your child's school attendance.
- You will receive letters updating you on your child's attendance and punctuality, phone calls will be made to discuss any concerns and home visits may also be carried out.

Attendance & 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.

Attendance Bands at Saint Paul's

GREEN Students with attendance from 97% to 100%	<ul style="list-style-type: none">● Parents will receive a letter home congratulating them on their child's excellent/good attendance.● Students will be rewarded using the school's reward system.
GREEN Students with attendance from 92.1% to 96.9%	<ul style="list-style-type: none">● Progress Leader and EWO will speak to student to identify issues affecting attendance.● Individual attendance target set by EWO support offered to improve attendance.● Home visits.● Provision of additional support to improve will be reviewed.● Attendance monitored closely.● Penalty notice may be issued or prosecution may take place.
RED Students with attendance below 92%	<ul style="list-style-type: none">● Your child is considered to be persistently absent from school.● Regular contact will be kept with student and parent to address issues.● Individual attendance target set and monitored closely.● Penalty notice may be issued or prosecution may take place.

The Attendance Team

Attendance Manager:

Mrs Alison Cropper

Education Welfare Officer:

Miss Claire LeMarquand

TERM DATES 2017-18

Autumn Term 2017

INSET 1 & 2	Friday 1st September 2017	(Closed for students)
	Monday 4th September 2017	(Closed for students)
Open	Tuesday 5th September 2017	(Year 7 & Year 11)
	Wednesday 6th September 2017	(All Years)
Close	Friday 20th October 2017 (Half-term)	
Open	Monday 30th October 2017	
Close	Tuesday 19th December 2017	

Spring Term 2018

Open	Wednesday 3rd January 2018
Close	Thursday 15th February 2018

INSET 3	Friday 16th February 2018	(Closed for students)
Open	Monday 26th February 2018	
Close - End of term	Friday 29th March 2018	

Summer Term 2018

Open	Monday 16th April 2018	
'May Day'	Monday 7th May 2018	(School closed)
Close	Friday 25th May 2018	
Open	Monday 4th June 2018	

INSET 4	Friday 29th June 2018	(Closed for students)
End of Term	Friday 20th July 2018	