



# 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.

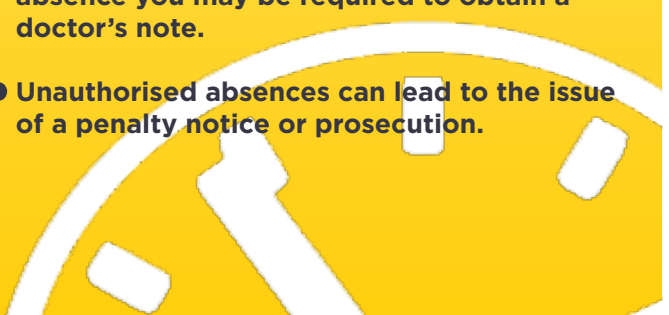
## Late Detentions

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.
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## 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

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

## The Attendance Team

**Attendance Manager:**

**Mrs Alison Cropper**

**Education Welfare Officer:**

**Miss Claire LeMarquand**

# TERM DATES 2017-18

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## Autumn Term 2017

<b>INSET 1 &amp; 2</b>	<b>Friday 1st September 2017</b> <b>Monday 4th September 2017</b>	<b>(Closed for students)</b> <b>(Closed for students)</b>
Open	Tuesday 5th September 2017 Wednesday 6th September 2017	<b>(Year 7 &amp; Year 11)</b> <b>(All Years)</b>
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

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

## Summer Term 2018

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

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