

attendance ~~MATTERS~~

100% is **OUR** target
100% is **YOUR** target

@ St John Baptist High School

A Parent's Guide

WHY ATTENDANCE AT SCHOOL IS SO IMPORTANT

If a child of compulsory school age is registered at a school it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career

Excellent attendance at school is important to allow a child or young person to fulfil their potential

Below are just some of the key reasons why it is so important children attend school:

- ✚ To learn
- ✚ To have fun
- ✚ To make new friends
- ✚ To experience new things in life
- ✚ To develop awareness of other cultures, religion, ethnicity and gender differences
- ✚ To achieve
- ✚ To gain qualifications
- ✚ To develop new skills
- ✚ To build confidence and self-esteem
- ✚ To have the best possible start in life

If schooling is to be effective, regular attendance is a prerequisite, and securing it must be a high priority for all concerned”

(Attendance at School, Department for Education, 1989)

Education is not an option

- It's compulsory

PUNCTUALITY

- ✚ All our pupils are expected to be on morning lines by 8:35 at the latest
- ✚ If a pupil is late, they should report straight to form registration which runs from 8:40 am - 9 :00 am
- ✚ If your child is going to be late to school, it is important that you phone us and explain the reason why
- ✚ Lateness is regularly monitored and persistent lateness will lead to sanctions

FAMILY HOLIDAYS

- ✚ You can demonstrate your commitment to your child's education by not taking holidays during term time
- ✚ Any child or young person who is absent from school due to a holiday will miss out on important learning and will fall behind with their school work
- ✚ In each Academic Year there are only a maximum of 190 statutory school days - this allows plenty of time for holidays to be arranged outside term time
- ✚ Avoid taking family holidays during the school term
- ✚ Term time holidays and prolonged absence may result in the school issuing a Fixed Penalty Notice (FPN)

Holidays taken during term time will be categorised as an unauthorised absence

HOW PARENTS CAN HELP

- ✚ Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead
- ✚ Make sure your child goes to school regularly and follows the school rules
- ✚ Ensure your child arrives at school on time – not late.
- ✚ Arrange dental and medical appointments outside school hours when possible
- ✚ Always inform the school if your child is absent due to illness – this should be followed up with a written note when your child returns to school
- ✚ Take truancy seriously – if your child is not attending school as you expect they may be putting themselves at risk – Who are they with? What are they doing?
- ✚ Take family holidays outside term time
- ✚ Talk to your child about school and take an interest in their school work
- ✚ (Including homework)
- ✚ Attend parent evenings and school events
- ✚ Praise and reward your child’s achievements at school
- ✚ Always support school staff in their efforts to control difficult or challenging behaviour
- ✚ Discuss any problems or difficulties with the school – staff are there to help and will be supportive

HOW WE CAN HELP

If you are worried about your child’s attendance it is best to speak to us. A member of our Well Being Team can provide advice, guidance and support in relation to :

- ✚ Attendance
- ✚ Punctuality
- ✚ Bullying
- ✚ Exclusions
- ✚ Child Protection

EVERY SCHOOL DAY COUNTS

Every single day a child is absent from school equates to a day of lost learning

95% Attendance	9 Days of Absence	Satisfactory
90% Attendance	19 Days of Absence	Poor
85% Attendance	28 Days of Absence	Very Poor
80% Attendance	38 Days of Absence	Unacceptable
75% Attendance	46 Days of Absence	Unacceptable

Pupil Absence

If your child is absent, you must contact us by 9:00am on the first day of absence; and then on a daily basis, if applicable. When using a mobile, can you please ensure that there is sufficient signal to leave a coherent message

Medical Appointments

Medical appointment cards/letters must be brought into school prior to appointments, if possible. Please hand cards/letters to Mrs Bezani or reception

Holiday Request Forms

Holiday request forms must be handed in to Mrs Bezani at the school

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year - that's nearly 4 school weeks

The Law

The Education Act of 1996 states that for all children aged 5-16 years who are registered at a school, it is the responsibility of parents or carers to ensure that they attend on a regular basis

The law states that children should only be absent from school if they are ill, have a medical or dental appointment, or they have a recognised day of religious observance. As a school, we will of course be sensitive to the fact that there may be serious illness or bereavement in a family, and we will work closely with the pupil and their family in supporting them in such cases

Truancy

Police officers have the power to remove truants from the streets. This means that, if your child is out and about when they should be in school, a Police Officer can approach them and escort them back to school

GIVE ATTENDANCE 100%

**Miss
School
Miss
Out**

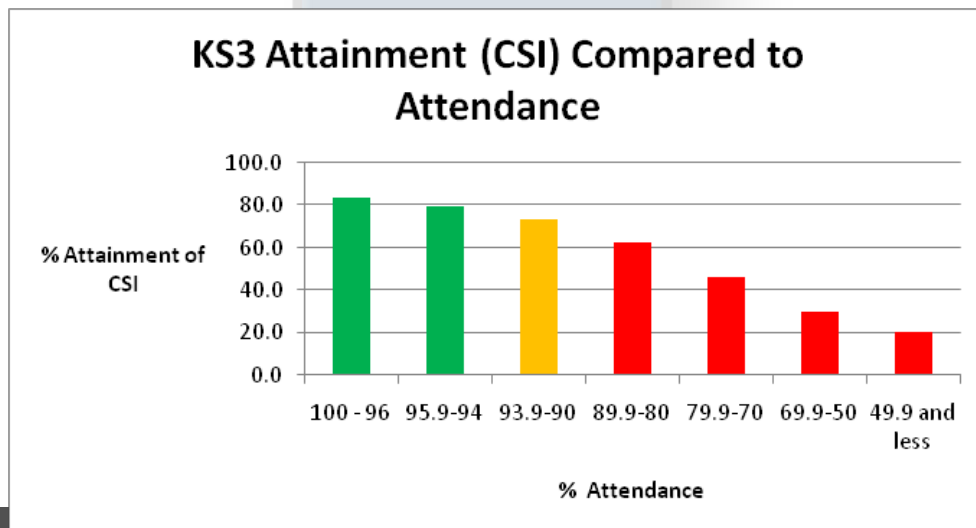


Callio - KS3

Every lesson counts, every school day counts!

Green	100%	Not missing any lessons.
	99%	Missing about 10 lesson.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school. Time to 'callio'.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

The relationship between doing well at school and good attendance is clear



The Core Subject Indicator (CSI) is a combination of attainment in English or Welsh first language, mathematics and science.

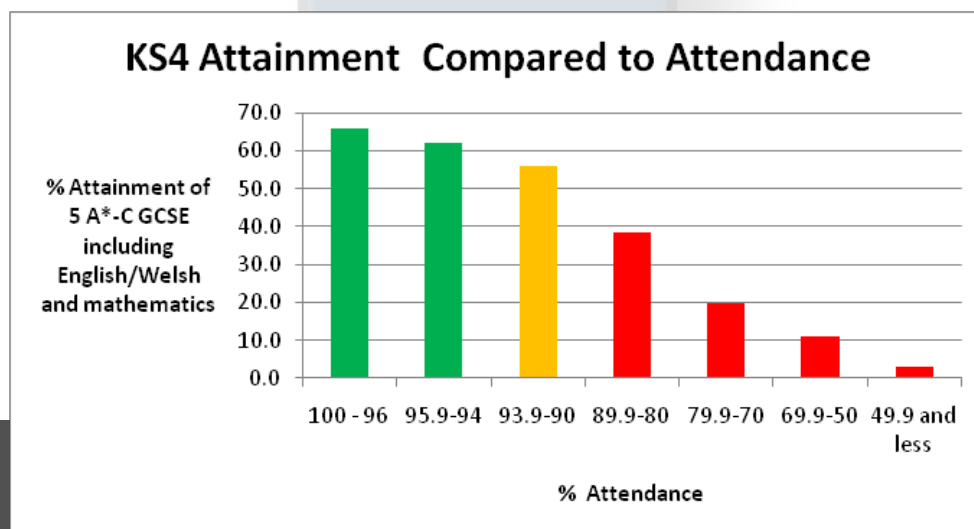


Callio - KS4

Every lesson counts, every school day counts!

Green	100%	Not missing any lessons.
	99%	Missing about 10 lesson.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school. Time to 'callio'.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

The relationship between doing well at school and good attendance is clear



HERE TO HELP

If there is anything that we can do to support you and your child, then please do not hesitate to contact the school on

01685 875414:

Mrs Jan Bezani - Senior Attendance and Well Being Officer - EXT 212

Mr Simon Llewellyn - Learning Manager Year 7 - EXT 202

Mr Alex Jones - Learning Manager Year 8 - EXT 202

Mr Simon Llewellyn/Mr Alex Jones - Learning Managers Year 9 - EXT 202

Miss Sara Jenkins - Learning Manager Year 10 - EXT 251

Mrs Sarah Long - Learning Manager Year 11 - EXT 256

Mr Ceri Loveridge - Assistant Headteacher & Learning Manager Year 12 & Head of Sixth Form - EXT 264

Mrs Julie Bradbeer - Learning Manager Year 13 - EXT 117

Mr Jason Toghill - Assistant Headteacher & Lead Child Protection Officer - EXT 221