

# attendance ~~MATTERS~~

95% is **OUR** target  
95% 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**

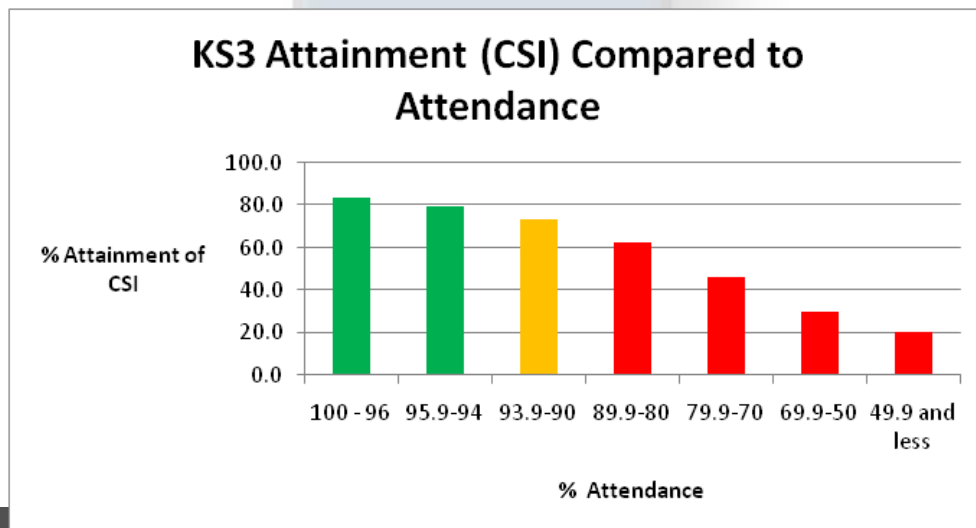


# Callio - KS3

*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.

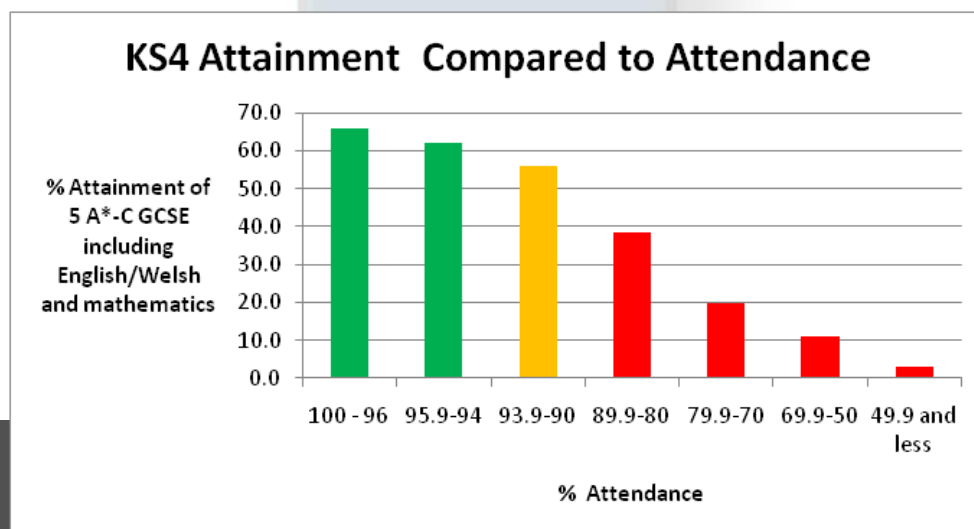


# Callio - KS4

*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

**Mrs Kimberley Stephens** - Attendance and Well Being Support -EXT 221

**Mr Alex Jones** - Learning Manager Year 7 - EXT 202

**Mrs Amanda Webber** - Learning Manager Year 8 - EXT 260

**Miss Sara Jenkins** - Learning Manager Year 9 - EXT 251

**Mrs Sarah Long** - Learning Manager Year 10 - EXT 225

**Mr Simon Llewellyn** - Learning Manager Year 11 - EXT 202

**Mrs Julie Bradbeer** - Learning Manager Year 12 - EXT 115

**Mr Ceri Loveridge** - Learning Manager Year 13 & Head of Sixth Form - EXT 264