

Attendance Information for Parents

The most important thing to us is that your child learns and makes progress. We also wish to ensure that they are happy in school and achieve their potential. The best way to achieve this is regular attendance at school.

The Law states that all school age children (between 5 & 16) must attend school. Parents are responsible for making sure their child attends school regularly and the Local Authority may take legal action if you fail to do this.

Attendance Percentages:

- * GREEN 100% - 95% Excellent attendance which will have a positive impact on your child's education.
- * RED 90% & below Serious cause for concern which will have a detrimental impact on your child's education.

Attendance Percentage	Number of sessions missed	Equivalent number of days missed	Equivalent number of weeks missed	Equivalent number of lessons missed
100%	0	0	0	0
95%	19	9 ½	~ 2	48
90%	38	19	~ 4	95
85%	57	28 ½	~ 6	143
80%	76	38	~ 8	190
75%	95	47 ½	9 ½	238
70%	114	57	11 ½	285



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

Attendance and Punctuality

01604 826150
September 2016



Why good attendance matters:

Students whose attendance is good: (96%- 100%)

- Sustain friendships
- Understand lessons better
- Achieve better results
- Get higher paid jobs
- Stand less chance of being drawn into criminal activity

Students whose attendance is unsatisfactory: (under 95%)

- Find it difficult to maintain friendship groups
- Get behind with their work
- Don't understand lessons so well
- Achieve less
- Get lower paid jobs
- Are more likely to be drawn into criminal activity

Parents whose children's attendance continues to be unsatisfactory: (under 90%)

- Can be fined up to £2,500 plus legal costs and also face
- imprisonment

When can I keep my child away from school?

The School can only authorise an absence in the following circumstances:

- Genuine illness – supported by medical evidence
- A family crisis, (i.e. if someone in the family dies)
- Religious observance

These reasons for being absent are **NOT ACCEPTABLE**

- Shopping
- Oversleeping
- Having a birthday
- Looking after younger siblings

Achievement:

17 days of school missed = 1 GCSE grade dropped (on average)

17 school days missed = 91.1% attendance for the year

34 school days missed = 82.1% attendance for the year

Holidays:

A 2-week holiday means you can't get more than 94.7% attendance that year, and you miss 50 lessons... That's a lot to catch up on!

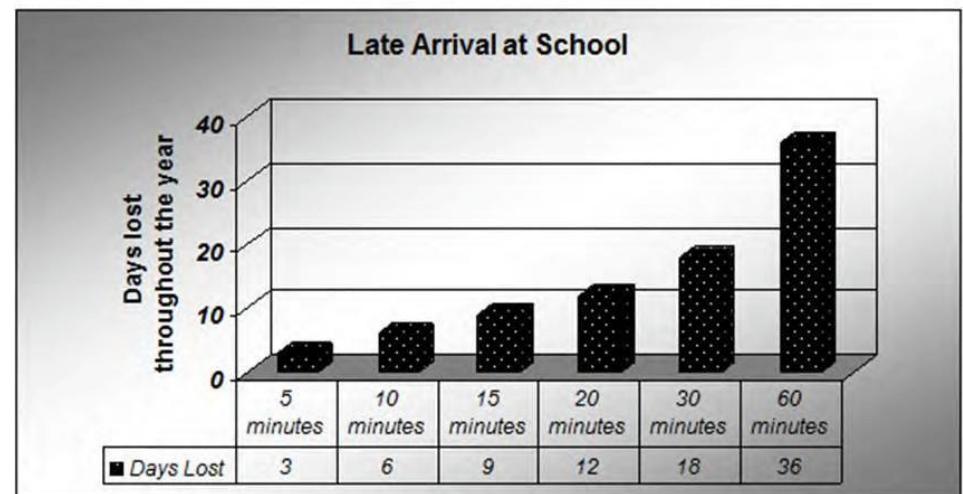
No holidays will be authorised during term time except for in exceptional circumstances. This must be discussed with the Head teacher.

Punctuality:

Missing 15 minutes of school every day adds up to 9 whole days throughout the year!

You'll also miss instructions, news and information, as well as disturbing others in the class.

- * The chart below shows the number of days lost in a year for different
- * levels of lateness, based on a 5¼ hour school day:



**Morning Registrations takes place in first lesson at 8.40
Afternoon Registration is at
Lesson 4 - 12.15p.m.**

N.B. Students are registered in every lesson at Abbeyfield

**What MUST parents do if their child is absent? Call
the attendance line on 01604 826150 before 9.00**

This line has an answer phone and is open 24 hours a day.

Please state clearly your child's name, tutor group, the reason for absence
and the expected date of return.

Follow up with a note and **give it in at Student
Services**

(This can be written in your child's planner).

What the School will do if your child is absent:

A

**Abbeyfield School operates an electronic messaging service - 'Keep
Kid's Safe'**

**You will be texted/phoned repeatedly throughout the day/evening until
the school gets a response**

This may well cause you inconvenience so please use our designated
attendance line: **01604 826150**

What does 'unsatisfactory' attendance mean?

- Attending 90% of the time or less. This will have a serious effect on learning.
- *One day's absence every two weeks will give 90% attendance*
- Continual lateness to registration and lessons

Planned Absence during term time - holidays?

As a school we do not authorize holidays during term time unless there are "exceptional circumstances". This will only be granted by the Principal if school have had prior notice in writing. We follow Government Policy because of the clear links between attendance and attainment.

N.B. Any Unauthorised Absence of 10 school days or more requires the school to refer the case to Education Entitlement Service (EES) for legal action.

N.B. Any absence, whether authorized or not, is still an absence and will affect your child's attendance % (and probably their attainment).

If a student arrives late to School?

It is important students are on time for school as lateness impacts on progress and results in missed learning.

We operate a 'Late Gate' system - if your child arrives after the school gate has closed they will need to sign in at the late gate and then attend a detention at break A.

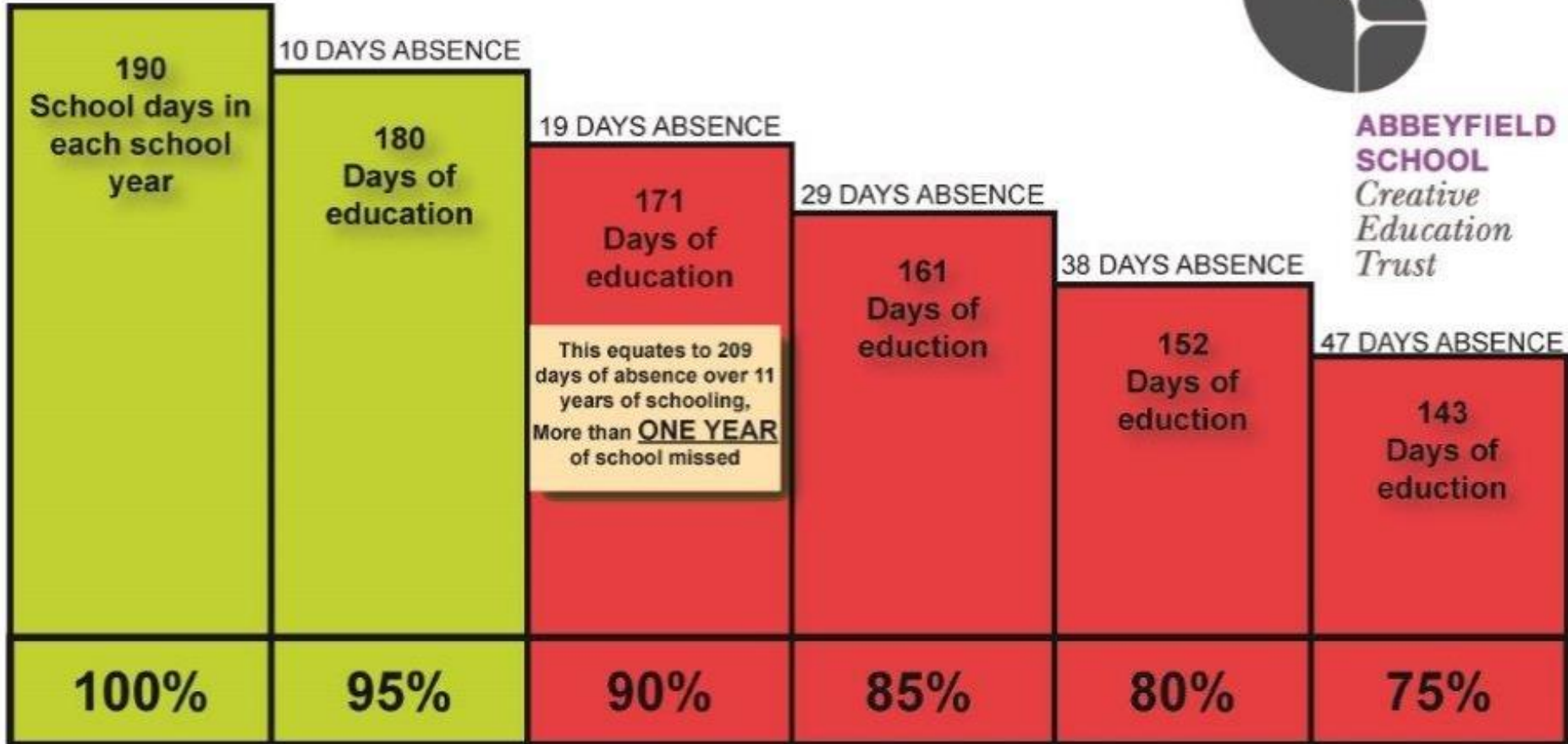
If a student is late after the 'late gate' has closed they should sign in at Student Services.

**NB. 30 minutes or more late means students are marked
ABSENT for the whole am session!**

School will follow Government Guidelines regarding students who are regularly late for school i.e. Fixed Penalty Notice (FPN) could be imposed by EES.



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GOOD

Best chance to succeed
Celebrate Success

WORRYING

Less chance of celebrating success
Makes it harder to make progress

SERIOUS CONCERN

Celebration success very difficult
Possible COURT ACTION