

What can we do to improve attendance?

Here are some tips to help your child achieve good attendance and punctuality:

- Have a regular bed time.
- Record programmes to watch the next day.
- Give them their own alarm clock.
- Have them get their bag and uniform ready the night before.
- Have a quiet time before bed, turn off the TV, computer and mobile phone.
- Have a reliable friend call for them in the morning.

Parents can help by:

- Keeping in touch with school about any absence. Communication is important.
- Making medical/dental appointments outside of school hours where possible.
- Taking an interest in school work.
- Supporting their child's efforts.
- Checking and signing their school link book regularly.

Why is good attendance important?

- It helps them achieve good exam results.
- It helps students get into sixth form, college, university or an apprenticeship.
- It helps students get a good job.
- Pupils with outstanding attendance, 100% for the academic year, are rewarded.
- To avoid court action.

What happens when a pupil misses too much school?

- They do not know how to complete work set.
- They feel left out in lessons and get behind.
- They can lose touch with friends.
- They can become anxious and find it increasingly difficult to come into school.

What is a 'PA' pupil?

The government has stated that if a student's attendance falls below 85% they are deemed to be a Persistent Absence pupil. You and your child will be required to attend an Attendance Panel Meeting. This may lead to prosecution resulting in a fine and/or a prison sentence.

Parental Responsibilities

If your child is between 5 and 16, you must make sure he/she attends school regularly and stays in school. This is the law and you can be taken to court for breaking this law. (Section 444 of the Education Act 1996)

"Parents should ensure their children arrive at school on time, properly dressed and in a condition to learn."

This means pupils should wear school uniform; they must have their books, pens, pencils, PE kit etc. and not be too tired, worried or hungry. Parents must make sure that "pupils complete homework on time and keep school rules about behaviour".

What is an authorised absence?

Parents and carers can explain an absence but they can not authorise it. Only the school can decide whether an explanation about an absence is acceptable and can be authorised. For persistent absence the school will insist a doctor's note is provided. All other absence will be coded as unauthorised.

What absences are not appropriate?

You should not keep your child from school or allow them to be absent:

- To look after the house, a family member or await a delivery.
- To go shopping or visit a relative.
- Because it is raining.
- Because you/they got up late.
- For family birthdays or outings.
- They don't feel like it.

Talk to your child's House Office about any other reason you may have. There are rules about family holidays and other special circumstances. Information regarding absence is available on the school website in our Attendance and Holiday Policies.

School will not authorise holiday requests during term time. If you choose to take your child out of school for an unauthorised holiday you make yourself liable to receive a Penalty Notice from the Education Welfare Service.

What if absence is essential?

It is important to get a message to school – it is the responsibility of parents/carers to let us know the reason for the absence as soon as possible, preferably before 09.30am on each day of absence.

This helps us ensure we both know where your child is and that they are safe.

What about dental/medical treatment?

All children have these appointments, where possible we ask that these are made outside of school time. If it has to be in school time please inform us as soon as you know the time and date of the appointment.

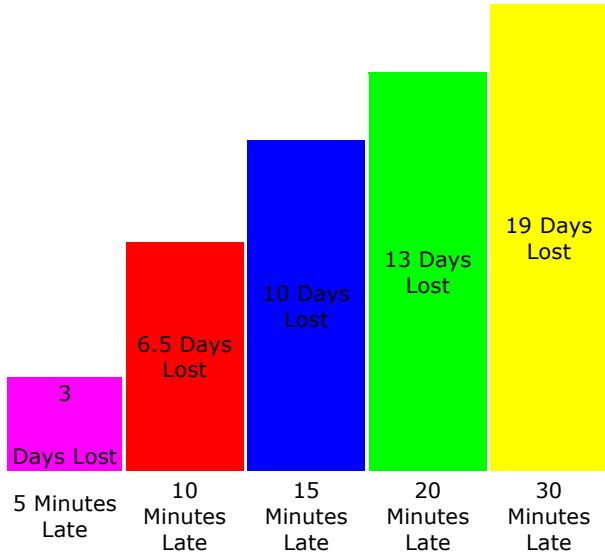
Punctuality - Our expectations

- Pupils are on site at 08.35 and waiting outside their classrooms at 08.40.
- Any pupil arriving after school begins will be marked late, 'L'. Two late marks in one week will receive a 30 minute detention, increasing to 45 minutes if they fail to attend.
- Pupils who are persistently late will be placed on attendance report.
- Pupils who arrive after registration closes at 09:30 will be marked 'U'. This will be recorded as an unauthorised absence.

When your child is late you will be notified. Late pupils interrupt the lesson and miss important instructions for that lesson.

Every Minute Counts

If you arrive late to school everyday your learning begins to suffer. Below is a graph showing how being late to school everyday over a school year adds up to lost learning time.



Attendance during one school year	Equivalent Days	Equivalent Weeks	Equivalent Lessons Missed
95%	9 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	29 Days	6 Weeks	150 Lessons
80%	38 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons
70%	57 Days	11.5 Weeks	290 Lessons
65%	67 Days	13.5 Weeks	340 Lessons

Remember

- Days off soon add up, 1 day = 20% per week.
- Missing lessons make it very hard to catch up.
- Being on time shows that pupils are reliable, organised and know that school matters.
- Employers look for good time keepers.



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Do you need further information?

The following services are available to help:

Aldridge School 01922 743988
Families information service 01922 653383
Childline (24 hour helpline) 0800 1111
Parentline 0808 8002222



An Academy

Attendance & punctuality

A guide for parents and carers

Missed lessons = missed opportunities

www.aldriggeschool.org

Attendance Officer
Karen Lewis