



**THE HARMONY TRUST**  
BELIEVE • ACHIEVE • SUCCEED



# Attendance

## A Guide for Parents and Carers

Missed lessons = Missed opportunities

### **Why is good attendance important?**

- It helps them maintain a routine.
- It helps them maintain friendships and social support
- It helps them achieve good exam results.
- It helps children get into sixth form, college, university or an apprenticeship.
- It helps children get a good job
- 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 about absence due to medical/dental 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 and bring proof of this with you

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

### **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.

### **What is a 'PA' pupil?**

The government has stated that if a child attendance falls below 90% they are deemed to be a Persistently Absent pupil. You and your child will be required to attend an Attendance 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".

### **How Can Parents Help?**

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.

### 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 about Holidays?

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 9.30am on the first day of absence.

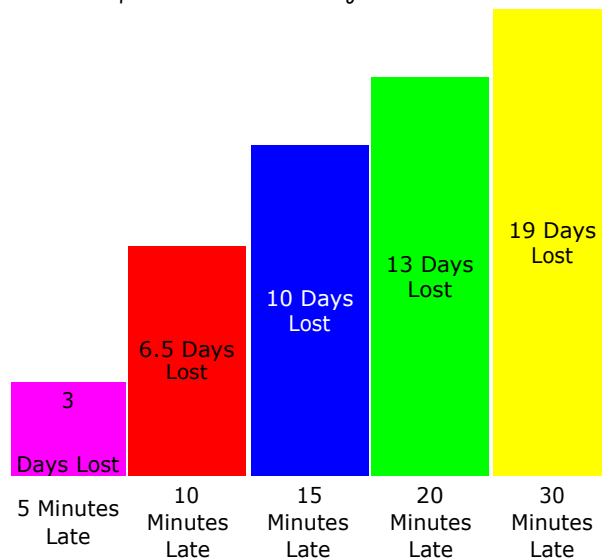
This helps us ensure we both know where your child is and that they are safe.

### Our expectations

Pupils are on site by 8.55am at the latest. Pupils achieve at least 96% attendance

## Every Minute Counts

If you arrive late to school every day your learning begins to suffer. Below is a graph showing how being late to school every day 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	36 Lessons
90%	19 Days	4 Weeks	72 Lessons
85%	29 Days	6 Weeks	108 Lessons
80%	38 Days	8 Weeks	144 Lessons
75%	48 Days	10 Weeks	180 Lessons
70%	57 Days	11.5 Weeks	216 Lessons
65%	67 Days	13.5 Weeks	252 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.

## Do you need further information?

- Our Attendance Policy is on the School Website
- Please contact the school office and ask to speak to - Mrs Ratcliff, Mr Simpson or Mrs Sheppard