



100%

SCHOOL ATTENDANCE

What Parents Need to Know



Why is excellent attendance important?



Excellent attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success.

Through attending regularly, pupils can:

- Develop **ASPIRATION** to achieve to their full potential
- Develop a sense of **BELONGING** by building friendships and develop social groups
- Develop their **CHARACTER** by engaging in essential learning and other enrichment activities



YCB Definitions of Attendance

Our attendance target for all students is 100% and our **minimum expectation is 95%**. The [infographic](#) above shows the impact of days missed and minutes late can have on a child's learning.

For example:

- If a child is **late to school just 5 minutes** each day, throughout the year that equates to **3 days lost to learning (15 hours)**.
- Attendances of **97%** allows for one day of absence per half term and results in **30 hours lost to learning**.

Important Reminders:

1. Parents **MUST** contact school to report any absences on **01639 760110 before 8.30 am**.
2. Parents should contact the school **each day** that a pupil is not attending.
3. If the school are not notified, then **you will be contacted** by a member of the Attendances Team to find out why your child is not in school.
4. If you child is not notified of the reason for the absence it will be recorded as **unauthorised absence**.
5. If there are three unauthorised absences in a row, the Safeguarding Lead and Education Welfare Officer will be made aware in order to ensure that you child is safe.
6. You will be required to produce medical evidence if you state that your child is ill for 3 or more consecutive days.
7. We will ask the school Healthcare Professional to contact you if there is an absence of more than 2 weeks.
8. Term time leave will only be granted by the headteacher on request.
9. Where possible **all appointments should be made outside of the school day**.



If informed, the school can authorise attendance for the following reasons:

AUTHORISED

- ✓ An absence for sickness for which has granted leave. Please be aware that only 5 days illness can be authorised each year.
- ✓ Medical or dental appointments which unavoidably fall during the school time. Evidence of the appointment will be requested.
- ✓ Religious or cultural observances.
- ✓ A family emergency.
- ✓ Sporting events, music assessments and competitions – evidence may be required.

UNAUTHORISED

- Students who are absent from school without reason.
- Refusal to attend school or truancy.
- Arrival at school after registration has closed (8.55am)
- Absence due to shopping, looking after other children or birthdays.

PLEASE NOTE: *Even when a child's absence is authorised, it still has a negative impact on their attendance.*

Punctuality Matters:

Primary Phase

On time – Students should be at school at 8.55 for a 9am start. Classroom doors open at 8.50

Late – Students who arrive after 9am must sign in at Reception if a valid reason is given then they will be marked as late (L)

Unauthorised Absence – Students who arrive after 9am on a regular basis or do not have a valid reason will be marked as Late after the registration (U).

Secondary Phase:

On time – Students are expected at school by 8.25 am for an 8.30 am start. The school is open from 7.50am.

Late – Any student who arrives at the school at 8.30 but before 8.45 will be marked as Late (L). If pupils arrive late they will receive a detention with the R2L team.

Unauthorised absence – Students arriving after 9am for any reason will have to sign-in at reception and will get an unauthorised absence mark. This has a significant impact on their attendance.

HELP!



My child is not attending school regularly.

As a parent or carer, you can help by:

- Taking an interest in their education – ask them about school work and encourage them to get involved in enrichment activities.
- Ensuring your child understands the importance of excellent attendance and punctuality.
- Ensuring they have a good bedtime routine, go to bed at an age appropriate time and are not using electrical devices late into the evenings. Even pupils in Year 11 need support with this.
- Not allowing them to take time off school for any minor ailments.
- Arranging appointments after school hours.
- Discuss any problems they may be experiencing with the school so issues can be dealt with quickly.
- Being open and willing to work with the school to improve your child's attendance.

As a student you can improve your attendance by:

- Speaking to a trusted adult about the reasons why you might not want to come to school.
- Having a good bedtime routine, avoiding being on technology late into the night. Feeling tired in the morning can make getting to school harder.
- Staying off your phone just before you go to bed and leaving your phone downstairs when it is time to sleep so your night isn't disturbed by messages into the night.
- Trying hard every morning to get up and get to school on time, unless you are genuinely unwell.

Please remember we are here to help!

If you are concerned about your child's attendance, it is always best to talk to us first. Phone the school on 01639 760110 and ask to speak to your child's Head of Year and our Engagement Officer. Students with attendance of less than 95% are monitored closely by our Pastoral Team. **Our Education Welfare officer is available for you to speak to on >>>** They can also come and speak with you and your child in your home to offer help and support around attendance.

ATTENDANCE MATTERS

When you're in school you...



Have fun!



Gain qualifications



Make new friends



Develop new skills



Achieve



Experience new things



Build your confidence & self esteem



Develop awareness of other cultures, religion, ethnicity and gender differences

FORGING FUTURES TOGETHER