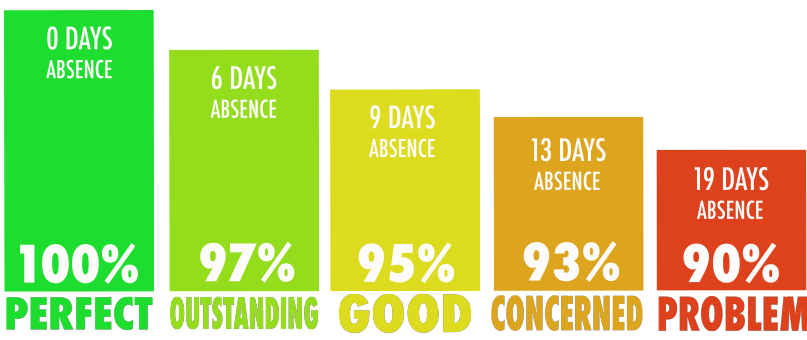
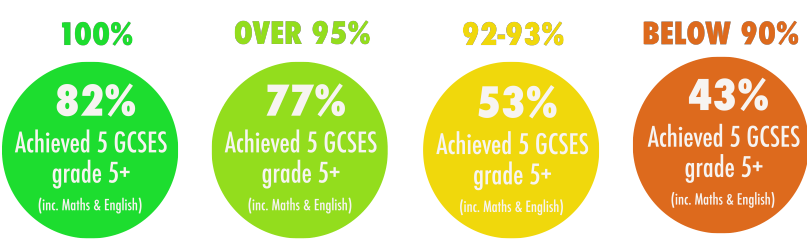


# Attendance & Achievement


Studies show that there is a clear link between school attendance and high-level attainment.



Data released by the UK Department for Education shows that the lower your attendance the less likely you are to achieve in your GCSEs.



Recent research suggests that for every 17 days your child misses over their school career will lower their GCSE grades by one.



ACHIEVING 5 OR MORE GCSEs AT GRADE 5+ HAS SHOWN TO INCREASE YOUR LIFETIME EARNINGS BY **41%**

There are **365** DAYS in a year

**175** are not spent in school!

\*That gives you plenty of time for holidays, TV, shopping and video games!

# Your Legal Responsibility

If your child does not attend school regularly (over 90%) the Local Authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to appear at Magistrates' Court.

## What is a Fixed Penalty Notice?

The Anti-Social Behaviour Act 2003 introduced legislation for Local Authorities to issue Fixed Penalty Notice Fines to parents/carers of pupils who have unauthorised absences from school.

## A Penalty Notice fine can be issued

for two reasons:

- If a holiday is taken during term time without the permission of the Head Teacher
- If a pupil has unauthorised absence from school and their parent/carer fails to co-operate with school staff and/or other professionals to improve the situation

## What are the fines?

£120 per parent/carer reduced to £60 if paid within 21 days. If the £120 is not paid within 28 days a summons can be issued to appear in Magistrates' Court.

The Local Authority can decide whether to issue a summons to Magistrates' Court instead of a Penalty Notice fine.

*Their future is in your hands...*

# What are we doing to help?

To improve attendance, it is vital that the both home and school are committed to this goal. Throughout the school year St Joseph's will be running a number of initiatives to reward good attendance. These include:

- Weekly 100% attendance raffle for £5 Amazon Voucher (and a chance to spin the Wheel of Prizes!)
- Qualification for end of year rewards trips for those students who maintain outstanding attendance
- Attendance competitions between forms to win rewards such as non-uniform days.
- Reward afternoons for students who maintain outstanding attendance or who show improvement in their attendance over a set period.

We will also be working hard to ensure more regular communication with you regarding your child's attendance at key moments:

- You will be notified when your child's attendance drops below 97%
- You will be contacted by your child's form tutor if they have missed 4 school sessions (2 days) in a term
- You will be contacted for a detailed discussion by your child's form Director of Learning when they have missed 8 school sessions (4 days) in a term

# DID YOU KNOW?

*Poor attendance is not common – most students attend school more than 95% of the time.*

## Authorised vs Unauthorised Absence

Where a pupil is absent due to sickness and is genuinely unable to attend school, then the school, after being informed, may authorise a child's absence.

It is important that you e-mail or phone the school as early as possible if your child is going to be absent at the start of the day. You will receive a text message from the Attendance Officer if you do not inform us as it is our duty to ensure your child is safe.

If the school is not provided with a suitable reason for absence, then it may be recorded as unauthorised. In cases where students have poor attendance (below 95%) the school may require additional evidence before authorising absences.

We are often met with “*But I told you why they were off?*” When communicating with parents about their child’s attendance. **Please note:** Even if an absence is categorised as authorised it is still a session of schooling missed and will negatively impact a students’ overall attendance percentage.

## Medical Appointments

Whilst authorised, absences for Medical Appointments are still classed as absence. Where possible all medical appointments should be booked outside of school hours. Where this is not possible, Pupils should try to attend school before and/or after their appointment.

## Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, stomach-ache, cold, sore throat), over the counter medicines can be given before school. School will contact you if they remain too ill to stay in school.

## Reporting Absence

It is a parent/carer’s responsibility to notify school if their child is absent. A clear and sufficient reason must be provided. Absence can be reported via two channels:

- 1) [Preferred] Email [attendance@sjcs.org.uk](mailto:attendance@sjcs.org.uk)
- 2) Calling 01722 335380

**The school no longer checks messages sent via the SchoolComms platform**

## Persistent Absence

Any child with attendance below 90%, regardless of reason, is considered to be persistently absent. It is at this point that Local Authority can issue fixed penalty notices.

## Attendance Queries

If you have questions about the school’s attendance procedures, wish to report an absence, inform of us of a planned absence or request a holiday we have set up a dedicated e-mail address to handle such enquiries. Please e-mail: [attendance@sjcs.org.uk](mailto:attendance@sjcs.org.uk)

## Unauthorised Leave in Term Time (Holidays)

Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods. Requests for leave due to exceptional circumstances must be requested in writing to the Headteacher (via [attendance@sjcs.org.uk](mailto:attendance@sjcs.org.uk))

## Support

If you are concerned about your child’s attendance, please speak to the school as soon as possible. Begin by contacting the form tutor who can then seek the guidance of other school staff if required. You can also contact **Wiltshire Education Welfare Service** on 01225 718 230 for further information and guidance.

## Routines

Research shows that the best way to ensure your child attends school on time every day is to establish **good evening and morning routines**.

If mornings are hectic in your house try to prepare as much as possible the night before.

## Key strategies to improve attendance

- *Talk to school if you have concerns*
- *Talk to your child about the importance of attendance and the impacts it has on attainment*
- *Avoid unnecessary absence for medical appointments / holidays during school time*
- *Reward your child for periods of good attendance*
- *Talk to your child about school, their classes, homework etc.*
- *Ensure your child arrives on time every day*