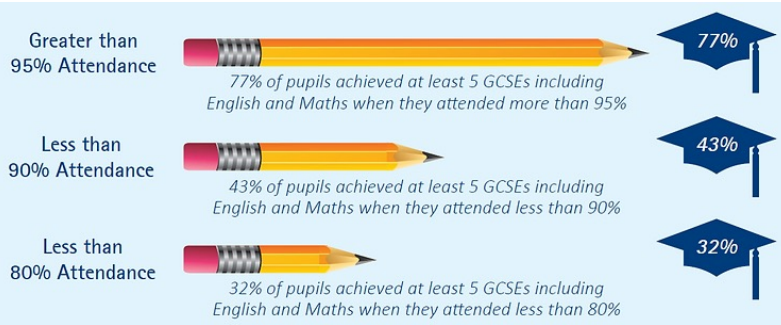


Attendance & Achievement

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!*

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 various initiatives to promote good attendance.

- Raffles every Friday for students who have 100% attendance for **the week**.
- Termly attendance-based raffles where students can win non-uniform days for their whole form group!
- Qualification for end of year rewards trips for those students who maintain outstanding attendance or improve attendance over a set period

- Targeted intervention for those students whose attendance is below average (via Attendance Office, Form Tutors, Heads of Year and Senior Leaders)
- Specialist pastoral support from the school's in-house dedicated Pastoral Team

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

Your Legal Responsibility

If your child does not attend school regularly (over 90%) the Local Authority can act against you via a penalty notice.

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.

What does good attendance look like?*



*this can vary slightly year to year based on extra bank holidays / school closures etc.

ATTENDANCE MATTERS

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

Key info: Days vs sessions

Attendance is **not legally measured in days**. Each day has 2 sessions (AM reg and PM reg) for which a student is either present or absent.

There are 190 days in the standard UK school year, this means there are 380 possible sessions. A student's attendance percentage is based on how many sessions they have attended.

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.

E-mail or phone the school as early as possible. 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 a suitable reason is not provided for absence, then it may be recorded as unauthorised. In cases where students have poor attendance (below 90%) the school may require additional evidence before authorising absences.

"But I call in every time - why is their attendance so low?"

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.

Late vs absent

Morning registration is only legally allowed to remain open for 30 minutes. At SJCS this means 08:55-09:25.

Students who arrive after 08:55 (but before 09:25) receive a late for the AM session. This is classed as **present**.

Students who arrive after 09:25 will be marked as absent for the AM session.

Too ill to attend school?

Children can attend school with minor ailments. Over the counter medicines can be given before school. School will contact you if they remain too ill to stay in school. (Please see the parent guide on school website)

Reporting Absence

It is your 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
- 2) Calling 01722 335380

We don't messages sent via the SchoolComms platform

Persistent Absence

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

When a student becomes persistently absent, it will likely trigger targeted support from school.

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

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)

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.

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.

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*

Further guidance available on the attendance page of the school website.