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**SERVICE, EXCELLENCE, VIRTUES, ASPIRATION**

# **ATTENDANCE & PUNCTUALITY:**

## **A GUIDE FOR PARENTS & CARERS**

**2020/2021**

## **WHAT CAN I DO TO IMPROVE ATTENDANCE?**

Here are some of the things that your child can do to ensure that they achieve and maintain good attendance and punctuality:

- Have an evening and morning routine that allows a minimum of 8 hours sleep.
- Limit digital technology use - e.g. gaming, social media, apps etc. and finish at least one hour before bed.
- Allow enough time in the morning for your child to get ready, have breakfast and travel to school and arrive on time.
- Have their own alarm clock.
- Get a reliable friend to call for them in the morning.
- Get their equipment and bag ready the night before.
- Have a regular study time each evening.
- Not waiting for friends in the morning before school.
- Learn bus timetables in advance. It will also help if parents/carer:
- Take an interest in school work.
- Work with and support the school.
- Praise their child's efforts.
- Check and sign their child's school planner regularly.

## **WHY IS GOOD ATTENDANCE IMPORTANT?**

- To avoid gaps in learning.
- To help achieve good exam results.
- To help with getting to sixth form, college, an apprenticeship or university.
- To help get a good job.
- To prevent court action.

## **WHAT IS A 'PERSISTENTLY ABSENT (PA) PUPIL'?**

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

- Your child becomes a 'persistently absent' pupil when attendance falls below 90%.
- A PA pupil will be monitored by an Assistant Headteacher and the Attendance and Welfare Officer. If your child's attendance is under 90%, we will not authorise any absence without medical evidence (e.g. prescriptions, stamped appointment cards).
- As a school we monitor attendance very closely. If your child's attendance drops below 95% they will be monitored.

## **WHAT ABSENCES ARE NOT APPROPRIATE?**

- To look after the house or other members of the family.
- To visit relatives abroad during term time.
- Because they are menstruating.
- Because they got up late.
- Because they don't want to come to school.
- For family birthdays or to go on family outings.

## **WHAT ABOUT HOLIDAY?**

The Department of Education has introduced amendments to holidays taken in term time.

The Headteacher will not be able to grant any leave of absence during term time, for any purpose unless there are exceptional circumstances.

If you decide to take a holiday in term time and it has not been authorised by the school you will receive a fixed penalty, where the parent/carer will have to pay £60 for each child removed from school.

This will need to be paid within 21 days and, if not paid within this time, the charge will rise to £120 per child and must be paid within 28 days to avoid potential prosecution.

## **WHAT IF ABSENCE IS ESSENTIAL?**

It is important to get a message to school - it is the responsibility of parents/carers to let the school know the reason for their child's absence as soon as possible, before 9am on the first day of absence.

Your child deserves a rigorous education and all the opportunities that Seva School has to offer. Coming to school every day is essential for your child's academic and personal development.

## **WHAT ARE PARENTAL/CARER RESPONSIBILITIES?**

If your child is aged between 5 and 16, you must make sure he/she attends school regularly and stays in school.

**This is law.** 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 also

make sure that pupils complete homework on time and keep to school rules about behaviour.

## **WHAT IS AN AUTHORISED ABSENCE?**

Parents and carers can explain absences but they cannot authorise them.

Only the school can decide whether explanations about absences are acceptable and can be authorised.

For persistent absence, the school will insist a doctor's note or medical evidence is provided.

All other absences will be coded as 'O' and will not be authorised.

## **WHAT ABOUT ABSENCE FOR DENTAL/MEDICAL TREATMENT?**

Your child may have to be absent from school for medical or dental treatment.

The school must be informed if during school time, but where possible appointments should be arranged before/after school.

## **WHAT HAPPENS IF A PUPIL MISSES TOO MUCH SCHOOL?**

If a pupil does not attend every day, this is what happens:

- They will not know how to complete the work set.
- They may feel left out and get left behind.
- Friendship groups may change.
- They lose touch.
- Creates anxiety for your child.
- They will underachieve.

## **R E M E M B E R . . .**

- 7 sessions (3 and a half days) missed in each half term = a persistently absent (PA) pupil.
- Missed lessons = Missed opportunities.
- Being on time shows that pupils are reliable and organised, and know that school matters.
- Employers want good time-keepers.

## **WHAT HAPPENS IF PUPILS ARE LATE?**

- Your child will be at a disadvantage.
- Their learning will be interrupted and their achievement may suffer.

## **WHAT HAPPENS IF PUPILS ARE LATE?**

- Your child will be at a disadvantage.
- They may miss important notices in Form and interrupt lessons.
- Any pupils arriving onto school site after 8.40am will be marked as late.
- If your child arrives after 9:40am, it is an unauthorised absence and will be coded as 'O' (arrived after registration closed).
- Afternoon registration takes place during Period 5.
- If your child's punctuality does not improve, further sanctions will be put in place.

## **OUR EXPECTATIONS**

- Pupils should be in morning line up by 8:30am every morning.
- We expect pupils to arrive on time for ALL lessons.

## **ATTENDANCE AT EXTERNAL EXAMINATIONS**

- All pupils must attend external exams on time as these dates are set by the examinations boards and cannot be changed. If your child fails to attend an external exam parents/carers will be charged the cost of the examination.

<b>Attendance % for one term</b>	<b>In ONE TERM your child will have missed...</b>	<b>In A YEAR your child will have missed...</b>
90%	1 week 2 days	4 weeks
80%	2 weeks 4 days	8 weeks
70%	4 weeks 1 day	12 weeks
60%	5 weeks 3 days	16 weeks
50%	7 weeks	20 weeks
40%	8 weeks 2 days	24 weeks
30%	9 weeks 1 day	28 weeks

## **ATTENDANCE & WELFARE OFFICER**

Seva School's Attendance Welfare Officer (EWO) may complete Safe and Well visits for pupils, where they attend the family home.

These visits can take place for a range of reasons e.g. the pupil is not in school and the parents/carers have not contacted the school to inform them of the reason.

This is a procedure that the school has to follow by law to ensure that all its pupils are safe.

## **TERM DATES 2020 – 2021 (ALSO ON SCHOOL WEBSITE)**

**Autumn Term 2019** Term Starts: Thursday 3rd September 2020

**Half Term:** Monday 19th October 2020 to Friday 23rd October 2020

**Term Ends:** Friday 18th December 2020

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**Spring Term 2020** Term Starts: Tuesday 5th January 2021

**Half Term:** Monday 15th February 2021 to Friday 19th February 2021

**Term Ends:** Thursday 1st April 2021

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**Summer Term 2020** Term Starts: Monday 19th April 2021

**Half Term:** Monday 31st May 2021 to Friday 4th June 2021

**Term Ends:** Wednesday 21st July 2021

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