

MISSING
(SCHOOL)=
MISSING
OUT!

Every day
COUNTS! 
School success starts
with attendance



ATTENDANCE MATTERS



St Peter's Church of England Aided School

INFORMATION & ADVICE ON ATTENDANCE

This leaflet provides information and advice on attendance. Our full attendance policy can be found at <https://www.spexe.org/our-school/life-at-st-peters/school-policies/>

Why Attendance Matters

Regular attendance helps students to make good progress and enjoy learning. We take a whole school approach to maintaining excellent attendance; it is the **JOINT** responsibility of parents, students and staff. Being at school is a very important part of any young person's life. It enables them to learn to make friends, to gain important qualifications and to develop a variety of skills which will prepare them for adult life. School and parents/carers are partners in making this a success. As parents/carers it is **YOUR** responsibility to make sure that your child makes the most of this opportunity by ensuring a high level of attendance is maintained.

The school is required by **LAW** to record and publish rates of absence to include unauthorised absence. It is therefore imperative that registers are accurately marked and unexplained absences are investigated.

What constitutes Good Attendance?

Stage		Assessment Expectations
1	+95%	
2	<95%	Tutor phone call to parents to offer support or Attendance Letter 1 (HOY approved)
3	<93%	"AMBER" Attendance Letter 2
4	<90%	"RED" Head of Year to meet with parents offer Early Help, Attendance withdrawal Letter, possible attendance contract, Educational Welfare Officer informed
5	<90% No improvement	Educational Welfare Officer INTERVENTION

Persistent Absence/Suspicious Absence

If attendance is persistent or suspicious, contact will be made with parents/carers outlining the importance of good attendance and support offered.

95%	=	47 LESSONS MISSED EACH YEAR 8 days in total or 1 week and 3 days
90%	=	95 LESSONS MISSED EACH YEAR 16 days in total or 3 weeks and 1 day
85%	=	142 LESSONS MISSED EACH YEAR 24 days in total or 4 weeks and 4 days
80%	=	190 LESSONS MISSED EACH YEAR 32 days in total or 6 weeks and 2 days

Punctuality—Arriving at School on time

8:25am Warning Bell for Tutor Registration.

8:30am Student entrances close. Tutor Registration begins. All students should be in their classroom to register.

Students arriving after **8:30am** **MUST SIGN IN** with the Attendance Officer and will be issued a Red Card Detention depending circumstances.

15:00pm School ends. If leaving before the end of day, students **MUST SIGN OUT** with the Attendance Officer.

ILLNESS — In event of illness in school no student is permitted to sign out without seeking **FIRST AID** in the first instance or authorised by a Head Of Year.

Your Role as a Parent/Carer

You play a very important role in ensuring the good attendance of your children. All parents/carers want the best for their children and a good education helps to ensure that children have the best start to life. School equips them for succeeding both academically and socially so that they can achieve in their exams and learn how to make and manage relationships.

As a parent/carers you have **A LEGAL RESPONSIBILITY** to ensure that your child attends school regularly and punctually.



Parents/Carers should notify the school of absence by 8:30am. **Phone:** 01392 204764 and selecting option 2 to leave a message, **Email:** attendance@spexe.org
Website: online absence reporting. You are expected to contact the school for each day of absence.

Authorised & Unauthorised Absences

Authorised Absences

Absence for the following reasons is authorised but patterns of absence will be monitored and investigated if necessary. More detailed absence information is available from the Attendance Policy on the school website.

Illness, medical appointments, funerals, external examinations, university visits, study leave.

S2 Form The **LAW** states that the Headteacher can authorise absence in exceptional circumstances and that this must be sought in advance of the proposed absence using the **S2 form** on the school website

Unauthorised Absences

More detailed information on absences from the Attendances Policy on the school website. Examples of unauthorised absence are shown below:

Looking after younger children/sick relatives, attending concerts/events, birthdays (student/relative), relatives visiting/visiting relatives, resting after a late night, holiday during term time, truancy and any absence school is not informed about.

Holidays in Term Time

School holidays are published well in advanced and parents/carers are expected to plan and take family holidays at this time so as not to disrupt their children's education. In exceptional circumstances the Headteacher has the discretion to authorise leave in term time but parents/carers should be aware this is not a legal entitlement.

With only 190 statutory school days a year, this means there are 175 days (weekends and school holidays) left for family visits, non-urgent medical/dental appointments, holidays etc.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013, states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

At St Peters we take school attendance very seriously and are committed to attempting to engage every child with the school environment and education. We consider ourselves a very supportive school, and will try and make considerations for students who need extra support. We are, however, bound by law to ensure each student attends school.