

## Attendance and Punctuality Guide for Parents/Carers

### The Greater the Attendance, The Greater the Achievement

#### Attendance – A Common Goal

- Parents/carers need to feel supported, with a focus on positive and proactive solutions to encourage excellent attendance.
- It requires a three-way partnership between student, parent/carer and school.
- Achievement is directly linked to attendance.

**Encouraging regular school attendance is one of the most powerful ways we can prepare our students for success – both in school and in life.**

#### What does Good Attendance mean?



This is Tom. He is in Year 7 and he has 90% attendance.

Is that good?

What does that mean?

**90% attendance = ½ day missed every week.**

If Tom's attendance stayed at 90% for the whole year, he would miss out on four full weeks of learning.

**So, in answer – 90% is not good.**

**Good attendance is 96% and above.**

Over five years at Chipping Sodbury School, he would miss:

**Half a school Year!**

Every six week half term	Attendance	Means
EXCELLENT	98%+	1 DAY OFF
GOOD	97-95%	1.5 DAYS OFF
NEEDS IMPROVEMENT	94-91%	2 DAYS OFF
CONCERNS	<90%	MORE THAN 3 DAYS OFF
SERIOUS CONCERNS	85%	4.5 DAYS OFF
	<84%	6 DAYS + OFF

## Did you know?

- Schools are legally required to take a register of students first thing in the morning and in the afternoon. This is 8:45am and 2:10pm here at Chipping Sodbury School.
- Persistent absence is defined as 90% or less.
- Research has shown that achievement is directly linked to attendance. Students with a high level of attendance perform better in class and in examinations.
- A student's attendance can affect the number of GCSE's they will pass at grade 4 or above.
- **Students with over 90% attendance to school are more likely to gain five or more GCSE's or equivalent qualifications.**
- **Students with less than 85% attendance to school are likely to gain five GCSEs or any qualifications.**

## How can I support my child's attendance?

- Talk to your child about school.
- Take positive interest in your child's attendance and work, including homework.
- Attend progress evenings and other school events.
- Arrange appointments outside of school time or consider after 3:15pm or first thing in the morning. If this is not possible, ensure your child returns to school as soon as their appointment is finished.
- Provide medical documentation for periods of illness and appointments.
- Inform the school's attendance clerk immediately on first day of absence.
- After illness make sure your child makes a prompt return to school – **RESILIENCE**.
- Take holidays only during the school holiday periods.
- Send your child to school every day.

## What should I do if I'm worried about my child's school attendance?

The first thing to do is to contact the school attendance clerk to discuss your concerns. We will set up a meeting to discuss any issues.

## Punctuality

If a child is late but the register is still open they are marked as late. If the register has already closed when a child arrives late and without a satisfactory explanation, it may be classed as an unauthorised absence.

Your child's punctuality is important for the following reasons:

- **If your child is late for school each day, they lose almost two weeks of education a year.**
- **Your child being late disturbs the whole class from learning.**
- **Arriving five minutes late every day adds up to over three days lost each year.**