



# Attendance & Punctuality Policy Key Points 2018/2019

## EVERYTHING YOU NEED TO KNOW ABOUT ATTENDANCE AND PUNCTUALITY IN ONE PLACE

### WHAT ARE OUR EXPECTATIONS & BELIEFS?

We believe your child has the right to be treated respectfully and fairly regarding their personal attendance and punctuality journey.

Our aspiration is for every student to strive to achieve 100%, unless a medical condition prevents this.

We expect your child to arrive at school before 8.30am (registration) and be **READY** for the school day ahead.

We believe that each student has the right to discuss any underlying reasons for low attendance or poor punctuality and to be supported in finding a solution to improve.

We expect that you and your child work with the school so that every child can **ASPIRE**

**Achieve** academically, **Enjoy Success**, be **Professional** in attitude, grow in **Integrity & Respect** and recognise that hard work and **Endeavour** are keys to achieving our goals.



### TOP FACTS ABOUT ATTENDANCE

- 97% attendance or above means you will have 5 days or less off school in any academic year. Students below 85% attendance, will have had over a month off school!
- Students with 100% attendance are 3 times more likely to achieve 5+ GCSEs 4 - 9 or equivalent including English and Maths.
- 90% of young people with absence rates below 85% fail to achieve five or more good grades at GCSE and around 33% achieve *no GCSEs at all*.

## What can be done at home to help with good attendance & punctuality?

1. Check their school bag is packed the night before.
2. Make sure their uniform is READY especially after the holidays or weekend.
3. Get them to bed at a reasonable time so they have a good night's sleep.
4. Set the alarm clock early enough to allow plenty of time to get ready properly, making sure you get up to support them in their morning routine too.
5. Make sure they have some breakfast.
6. Ensure they set off for the bus or start walking early enough so they won't be late: punctuality is important.
7. Check to make they have everything they need – books, PE kit, bus fare, dinner money on their account etc. If there is something that you need from school, please ring us.
8. If your child is finding the work too hard, ask to speak to someone in school.
9. Talk to your child about what they did in school today.
10. If you or your child are unhappy about the way they are treated by staff or other pupils, contact the school straight away.



## What to do if your child is ill.

- Contact school before 8.30am on the first day (0161 876 1850).
- Explain the nature of the illness.
- Tell school how you are treating the illness and if you have arranged an appointment with the Doctor.
- Let us know when to expect your child back at school.
- If we do not hear from you on the first day of absence; we will try and contact you; please make sure we have your up to date phone number and other contact details.
- Your child will receive an unauthorised mark until we have spoken to a parent/carer.
- We may ask for medical evidence to support your child's absence (doctors/dentist appointment card, hospital letter etc).



## REMEMBER

The only legally accepted reasons for not being in school are illness, holiday approved by school or a day of religious observance. However, all 3 will still have a negative impact on attendance and need to be kept to a minimum.

## Medical/Dental Appointments

Parents/carers are advised where possible to make medical and dental appointments outside of the school day.

Where this is not possible, your child should attend school for the rest of that day. It would not be expected that a whole school day is missed for an appointment, unless specified in appropriate evidence.

After any scheduled appointment during the school day, parents/carers would be expected to show the appointment card to Stretford High school to confirm the appointment, on their son/daughter's return.

### FAST FACTS ABOUT HOLIDAYS

# <95%

If you take a two week holiday in term time your child's attendance will be less than 95% for the academic year.

# 10+ weeks

If you take a 2 week holiday every year in secondary school your child will have missed 10 weeks' worth of education by the time they sit their GCSE's (assuming they haven't had a single day off for illness). If your child misses 10 weeks of school do you think it will affect their exam results?

### FOR MORE INFORMATION

IF YOU WANT TO KNOW MORE ABOUT OFFICIAL SCHOOL HOLIDAYS AND FURTHER DETAILS REGARDING OUR FULL ATTENDANCE AND PUNCTUALITY POLICY, PLEASE VISIT OUR WEBSITE:  
[www.stretfordhigh.com](http://www.stretfordhigh.com)

## No Holidays in Term Time

*What if I need Leave of Absence/Holiday?*

Time away from school will not be authorised for leave of absence, if there are exceptional circumstances that you feel you have no option but to take your child out of school, you must make an appointment to discuss this with Mrs Brindley, Deputy Headteacher and complete a request form. School will not authorise the absence unless we feel it is unavoidable.

**It is your legal responsibility to ensure that your child attends school every day and on time.**

If you remove your child for an unauthorised leave of absence and you do not engage with us you may be at risk of a penalty notice fine (see next page for more info) or a referral being submitted to the Local Authority for prosecution.

**Stretford High school is keeping in line with Trafford Council and issuing Fixed Penalty Notices for any unauthorised leave over 10 sessions (5 days).**

## What happens if my child is regularly absent to school?

If your child's attendance begins to drop (without current evidence to support the reason for this), they will engage in our intervention waved response.

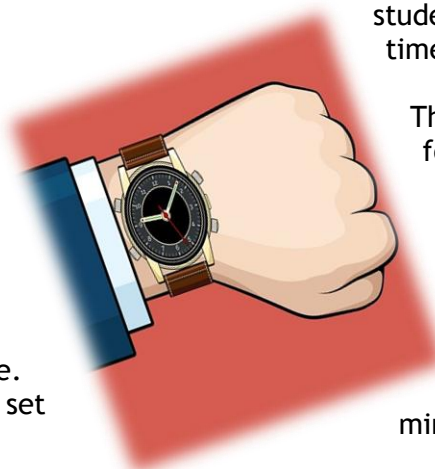
This will consist of:

**Initial intervention** - a discussion in school with the student to find out more information and/or an initial call of concern to parents/carers.

**Wave 1 (97% or below)** - A meeting with parents/carers to address concerns and to see what support can be offered. A 4 week monitoring and improvement target will be set.

**Wave 2 (93% or below)** - A secondary meeting (amber) with parents/carers to discuss further action. A minimum of 4 weeks will be set to see improvements.

**Wave 3 (90% or below)** - A final meeting in school with parents/carers (red) will take place. Final targets and strategies will be set and the reality of a fixed penalty notice (FPN - see below) will be discussed.



## What happens if my child is regularly late to school?

For persistently late arrivers at school, we have introduced a new strategy to target and improve this area of concern, the 'Clocked Card' system.

Each student eligible will be issued with a 'clocked card' from Mr. Devine (full terms of eligibility can be found in full attendance policy on SHS website).

They will collect their clocked card every Monday morning from Mr. Devine on the gate). Each student on a clocked card will have more rigid time management sanctions and closer scrutiny.

Their late arrival time will fall within 4 bands, for which a different sanction will be issued (next slide).

Their only target is to arrive on time each day to school.

Students will only come off the clocked card system, once they have had a minimum of 4 weeks of zero lates.

If your child has continued poor attendance or excessive late arrivals at school you may be at risk of a penalty notice fine or a referral being submitted to the Local Authority for prosecution.

Penalty notices incur a fine of £120 per child, per parent, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay this fine may result in being summoned to appear in the Magistrates Court.