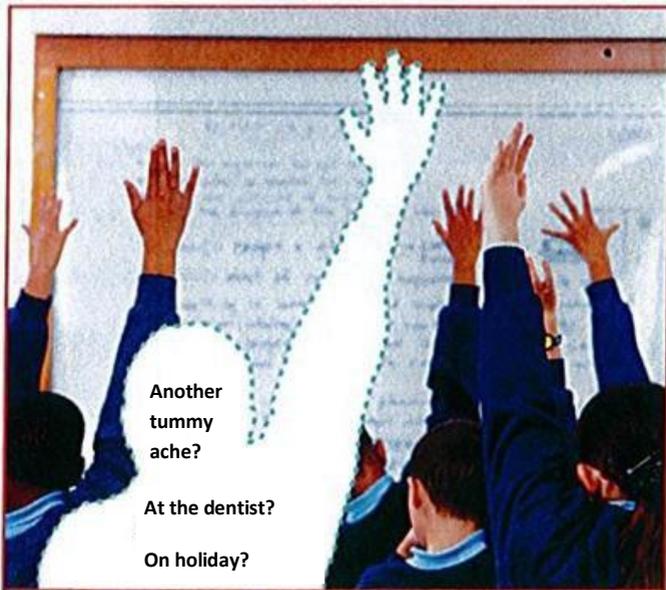




Sidmouth College

STUDENT ATTENDANCE



Is your child missing out?

1. The importance of good attendance

Good attendance at school is essential for the welfare and progress of students. Nevertheless, the reality is that many students take time off school, whether that be through illness, family holiday or, occasionally, unauthorised absences.

The purpose of this guide is to draw your attention to the negative and far-reaching consequences of poor attendance and provide you with some helpful tips and strategies for ensuring your child isn't missing out.

2. Is your child's attendance as good as you think?

Some students think 90% attendance is pretty good. So do their parents. Are they right?

90% attendance is the equivalent of:

- Half a day missed every week
- Four weeks missed every year, or
- Half a year missed over 5 years of secondary school!

That's practically part time. Would your boss like you to be off work this much? More importantly, what impact can poor attendance have on your child's life?

Research suggests that just 17 missed school days a year results in a GCSE grade drop in attainment (DfE). In short, the greater the attendance, the greater the achievement.

So, 90% is not as good as it first seemed.

3. Punctuality

If a student arrives at College after 8.50am but before 9.20am, they will be marked as Late (L). If they arrive after 9.20am, this is recorded as an Unauthorised Absence (U) if we do not receive a note from a parent/guardian explaining the late arrival.

All students who arrive 'Late' are required to register in Room 65. The number of minutes that a student is late will result in an equal length of

time spent by them in a Break or Lunchtime detention. After 9.20am, they must register at the main school Office and sit a 30min detention with their Head of Year, that day. Where a student records more than 3 Lates, they will have to attend a Senior Leadership detention.

4. Absences

The College is required to record every absence as either Authorised or Unauthorised. An Authorised absence can only be registered with the College's approval. Parents and guardians must, therefore, always submit a completed Absence Request Form (available on the College website or from the main Office) in advance of any planned absence.

If your child is unwell, please call the College before 8.50am on that day and send an explanatory note to your child's tutor on his or her return to College. If no communication is received, the absence will remain as Unauthorised and you will receive a letter from us asking for an explanation for the absence.

Sidmouth College does not authorise absence for holidays except in exceptional circumstances. Holidays taken without permission will be marked as Unauthorised and you may be issued with a fixed penalty fine of up to £2,500. Any requests must be made by completing an Absence Request Form and submitted, **with at least one month's notice**, to the Principal, Mr Duncan for consideration.

5. What can you do to maximise your child's attendance?

- Check your child's attendance records regularly. Ask for half day reports if that's easier and check this matches with your own record.
- Talk frequently with your child about school and how they feel about it. They are more likely to attend if they feel supported and have their anxieties listened to.
- Only grant days at home for genuine illness.
- Know their timetable and routines of the school day to avoid issues, e.g., have they got their PE kit?
- If you have concerns, ring us – we will check attendance and be discreet. We may be able to help and support you and your child. You are not alone.
- Praise and reward good attendance.

- If there is a problem with your child's attendance, talk calmly to them and listen to the explanation. It may not impress you, but it counted enough with your child to make them truant. Pursuing the reason for non-attendance is important.
- Be particularly watchful and supportive in the run up to tests, and be aware of coursework deadlines.
- Check your child's homework diary regularly for gaps as well as completed activities.
- Help your child catch up with missed work. A missed day doesn't mean missed work.

Attend and achieve!

Statistics have shown that schools which can improve attendance by just 1% experience a significant 5-6% improvement in attainment (DfE). Our target for every student this year is 97% attendance. Please help us and your child by ensuring that their attendance remains above 95%, allowing them to achieve their potential. If you have any concerns about your child's attendance, please contact the relevant Head of Year as set out below.

Head of House Contacts

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 Mr J Dale Scott jdale@sidmouthcollege.devon.sch.uk
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Sixth Form

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School Telephone Number: 01395 514823

Attendance Officer (Mon, Tues, Wed)

Mrs Karen Furzey: attendance@sidmouthcollege.devon.sch.uk

Attendance Officer (Thurs, Fri)

Ms Terri Walker: attendance@sidmouthcollege.devon.sch.uk