



Sidmouth College

believe • inspire • succeed

Every Day Counts



Why Attendance Matters



**Attendance Information for
Parents and Carers**

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.

What is Good Attendance?

STAGE	PERCENTAGE ATTENDANCE	ACTIONS
1	97% +	
2	Under 97%	Attendance Letter 1—approved by Head of House
3	Under 93%	Attendance Letter 2—approved by Head of House
4	Under 91%	Head of House to meet parent/carer and offer Early Help, medical withdrawal and possible Educational Welfare Officer (EWO) involvement
5	< 90%	EWO involvement and possible legal action

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

95%	=	47 hours / 2 weeks missed a year
90%	=	95 hours / 4 weeks missed a year
85%	=	142 hours / 6 weeks missed a year
80%	=	190 hours / 8 weeks missed a year

Punctuality—Arriving at School on Time and Leaving

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0850—students expected in school and ready outside Tutor rooms

0851—0855=LATE to tutor time—students will be required to make up time with tutor at break time

0855=LATE on gate SLT. Red Slip and break time detention with SLT

0900=LATE sign in at Reception—Red Slip and break time detention with SLT

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1515—End of the school day
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2 x lates in one week = loss of part of lunchtime 25 mins

3 x lates to lessons in one week = loss of part of lunchtime 25 mins

ILLNESS—In the event of illness no student is permitted to sign out without seeking permission from First Aid or Head of House / Senior Leadership Team

Please contact us to see how we can help support good attendance — Attendance Officer 01395 514823

Miss Ryce (Drake) jryce@sidmouthcollege.devon.sch.uk

Miss Hughes (Grenville) chughes@sidmouthcollege.devon.sch.uk

Mr Gilbert (Raleigh) jgilbert@sidmouthcollege.devon.sch.uk

Miss Carnell (Scott) ccarnell@sidmouthcollege.devon.sch.uk

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. Where possible Medical Appointments should be made outside of the school day.

Illness

Medical Appointments

Funerals

External Examinations

University Visits

Study Leave

Absence request
form S2

The law states that the Principal can authorise absence in exceptional circumstances and that this must be sought in advance of the proposed absence using the S2 Form.

Unauthorised Absences

More detailed information on absences is available from the Attendance Policy on the school website. Examples of Unauthorised absence are;

Looking after younger children/sick relatives

Attending concerts/events

Birthdays (student/relative)

Relatives visiting/visiting relatives

Resting after a late night

Holiday during term times

Truancy

Any absence the school is not informed about and not approved

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 ensure that children have the best start in 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/CARER YOU HAVE LEGAL RESPONSIBILITY TO ENSURE THAT YOUR CHILD ATTENDS SCHOOL REGULARLY AND PUNCTUALLY.**