

# **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<br>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<br>Help, medical withdrawal and possible Educational<br>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

**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

1515—End of the school day

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

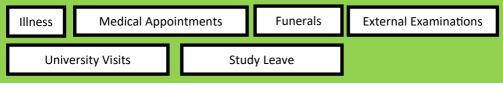
Mr Gilbert (Raleigh) jgilbert@sidmouthcollege.devon.sch.uk

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.

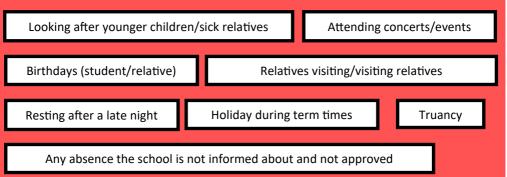


Absence request form S2

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;



## 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 <u>LEGAL RESPONSIBILITY</u> TO ENSURE THAT YOUR CHILD ATTENDS SCHOOL REGULARLY AND PUNCTUALLY.