



## **St Damian's RC Science College**

**Whole School  
Attendance Target  
97%  
2022 - 2023**



**Attainment Achievement Ambition**

## Why is Education important for your child?

Having a good education will help to give your child the best possible start in life.

Children who do not attend school regularly are taking a risk because:

They will miss vital work in school and may have difficulty in catching up with others. It will even affect their coursework and exam results.

They may learn bad habits about reliability and time keeping, which might affect and impact on Further Education or Employment opportunities.

There are strong links between attendance and attainment. Results show that students who attend regularly achieve better grades.

Many students have difficulty maintaining friendships if they have long or numerous absences.

Research suggests that 17 days missed from a school year equates to a **GCSE GRADE**.

## Days off school add up to lost learning

175 Non School Days a Year					
175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments					
190 School Days in each year	10 days absence	19 days absence	29 days absence A term missed	35 days absence	47 days absence
190 days for your child's education	180 Days of Education	171 Days of Education	161 Days of Education	152 Days of Education	143 Days of Education
100%	95%	90%	85%	80%	75%
Good		Worrying		Serious Concern	
Best chance of success. Gets your child off to a flying start.		Less Chance of success. Makes it harder to make progress.		Not fair on your child. Court action!	

## **Reporting Absence**

- Your child is expected to attend school every day.
- We do not consider a cold to be an illness that prevents your child attending school. Only keep them at home if absolutely necessary.
- Contact school and ask for the Attendance team or Option 1 on the answer machine Telephone No. 0161 330 5974 before 9.00 am.
- Give a reason for the absence.
- Where possible indicate when your child will be returning.
- If your child is going to be absent for longer than a day, please keep us updated daily.
- If your child is prescribed medication by their GP, please provide evidence of this.
- For any prolonged illness you will be required to produce medical evidence from your GP for school to authorise the absence and Education Welfare will be notified.
- Following an absence your child may be asked to a back to school interview with their Form Tutor.
- Medical appointments – please make appointments outside school hours. If this is not possible, try to make the appointment first thing in the morning or late afternoon so that your child does not miss a whole day off school. We cannot authorise a full day's absence for a medical appointment.
- If your child has to attend a prearranged medical appointment please send in the appointment card or letter to the admin office, if you do not have either then please get the medical page in your child's planner stamped on the day of appointment.

## Late Arrival at School

### Why is punctuality important?

- Developing the 'on time' routine in childhood is an essential habit learnt for life.
- Latecomers miss the teacher's instructions for the day and often don't know what to do.
- Students who join the class late often feel uncomfortable and disrupt those who are already working.
- Much of the student's socialisation takes place before and after classes.
- The Law says parents must ensure that their children attend school regularly and punctually.
- If your child arrives late for school after 9.00am the following will apply:

Number of late marks recorded	Sanction given
1	Text home & 20 behaviour points awarded
2	Text home & after school detention
3	Text home & SLT detention
4+	Text home, SLT detention, Punctuality report with the possibility of further sanctions.

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

Frequent lateness can add up to a considerable amount of lost learning for your child and can seriously disadvantage their chance of achieving their potential.

## **Leave of absence during term time**

From 1<sup>st</sup> September 2013, the new law gives no entitlement to parents to take their child on holiday during term time. The Headteacher of St Damian's would not be expected to class any term time holiday as exceptional. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from school. Penalty notices are £60 if paid within 21 days rising to £120 if paid within 28 days. Failure to make the payment will result in the Local Authority taking legal action for failure to ensure regular attendance at school under Sec 444(1) Education Act 1996.

A letter to the Headteacher is required if you intend taking your child out of school during term time. The regulations do not allow schools to give retrospective approval. If parents / carers do not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Any time missed from school is damaging to a pupil's learning and will impact on their progress and achievement. All leave of absence should be booked during school holidays. All term dates can be found in advance on our website and on the Tameside MBC website.

## Rewards



At the end of each school term there are rewards assemblies for all year groups. Here students are congratulated and rewarded for their 100% attendance, Champion Attendance Forms are all rewarded with a certificate, our students are entered for a prize draw.

We celebrate our good attendance through school newsletters, our website and letters home to parents/carers.

## Attendance Notice Board



Attendance information is displayed on our notice board. This is updated weekly and is discussed in Year Assemblies each week.