



Rednock School

Where Attendance Matters



A parent/carer's guide to your child's attendance

Did you know....?

Even 90% attendance to school =
19 days-nearly 4 school weeks or 100 lessons- of
missed learning per year.



- What is good attendance?
- Why do we worry about it?
- What should I do if my child is absent?
- What are the school's attendance procedures?
- Punctuality - How it impacts learning
- Medical appointments
- Leave of Absence
- How can you support your child?
- Useful contacts

What do we want for your child at Rednock?

At Rednock School where Everyone Matters, **attendance is key** and so we work to maintain a safe, welcoming and respectful environment where all young people feel they belong and are able to be both challenged and supported to be the best version of themselves.

We know that your child's regular attendance at school can make a fundamental difference to their success now and in the future both academically and socially. Regular attendance at school ensures that they can access learning, develop this sense of belonging, learn key life skills and build friendships.

At Rednock 'regular' attendance is **96%+** as we know that it is essential for your child's future. **96% means not missing more than 7.5 days (15 sessions) per year.**

Attendance also includes punctuality to school and lessons.

Did you know that missing **15 minutes a day due to not being punctual to school or lessons = nearly 2 weeks of lost learning time a year** for your child and interruptions to other students learning.

What is good attendance?



Why do we worry about it?

Missing even 17 days per year can seriously impact on exam success- with students achieving at least one grade lower in all subjects.

In KS4, if students attend nearly every day, they are twice as likely to get Grade 5 in English and Maths as those who miss even just 10 days.

Regular attendance helps your child keep up with the work and builds confidence.

Regular attendance supports your child to feel they belong and build good friendships and relationships.

Good attendance and punctuality supports the teaching of routine and responsibility - important life skills.

Good attendance allows your child to access all of the enrichment activities on offer.

What should I do, if my child is absent?

- Please contact the school on the first day by 8.30am via ClassCharts ideally or by calling the school on 01453 540755 or text 0790 8661525. Alternatively, you can email on attendance@rednockschool.org.uk. If you call, text or email please remember to give your child's name and community in the subject line or at the start of your voicemail.
- Please explain the reason for absence. If your child is ill, it is important to give specific details.
- If absence is continued, please contact the school on each day, by 8.30am to avoid the absence being marked as 'unauthorised'
- If your child feels a bit ill in the morning E.g: has a headache. Support them into school later, if at all possible. We can help with paracetamol.
- If your child is off for whatever reason, get them back into school as soon as possible- absence quickly becomes a habit.
- If you need support for your child's attendance, please contact their tutor in the first instance so that they can quickly work to support you.

What are the school's attendance procedures?

- All staff will work to encourage, support and celebrate good and improved attendance.
- School will inform you if your child arrives late to school, with no known reason.
- School will contact you each day that your child is not in school without reason.
- School will provide guidance to support making a decision about if your child is '[too ill for school.](#)'
- School will [keep track of your child's attendance](#) and seek to work with you, and external agencies where appropriate, to support improvement if it starts to cause concern. (93% = At risk of persistent absenteeism)

Punctuality - Why is it important?

- Students should be onsite by 8.30am.
- All students are expected to be in tutor rooms by 8.40 for registration.
- School has a 'through the door in 4' policy, ensuring learning can start promptly.
- Lateness impacts learning for your child and others.
- If your child is late they will miss important notices or lesson starts as well as impact others learning when they arrive late.
- Lots of children struggle to enter a classroom late as they are embarrassed and so miss more of the learning.
- All little bits of lateness adds up to a lot of lost time.
- Lateness becomes a habit that is hard to break so punctuality is vital.

Rednock's School Day

8.40-9.05	AM Registration	11.25-12.25	Lesson 3
9.05-10.05	Lesson 1	12.25-13.25	Lesson 4
10.05-11.05	Lesson 2	13.25-14.00	Lunch
11.05-11.25	Break	14.00-15.10	PM registration in Lesson 5.



What about medical appointments?

- Non-urgent medical appointments should not be made during the school day.
- Where a medical appointment has to be in school hours, please share a screenshot of the appointment card/details when calling in to report your child absent.
- Please send your child to school prior to the appointment and return them afterwards to ensure a little learning as possible is lost.

Can I take my child out of school in term time?

Given that we all know how important education is for your child's future, the current law says that your child must be in school for all the days school is open. This is 190 days per year. Therefore, all term-time absence will be unauthorised unless there is a valid reason for their absence.

- They are too ill to go in.
- The school has given permission due to exceptional circumstances.

Please use [this form](#) to request a leave of absence, in exceptional circumstances.

If absence is not authorised and the leave is taken, the Local Authority may impose a Fixed Penalty Notice of £80-£160.

How can I support my child?

- Keep consistent evening and morning routines, especially around bed time and getting up.
 - Ensure your child is up and out on time to ensure they arrive at school on time, regardless of how they travel to school.
 - Support them to organise themselves and their uniform/equipment the night before to avoid early morning stress.
 - Support them with good sleep routines which may involve limits of phone use and avoiding using their phones as an alarm clock - to avoid temptation of using it late into the night.
 - Encourage them to attend every day and emphasise the importance of being in school.
 - Book all non-emergency medical appointments outside of school hours.
 - Contact your child's tutor as soon as possible, for support, if your child's attendance starts slipping.
- 

Who can I speak to if I need help for my child's attendance?

If you have any concerns about your child's attendance or punctuality, it is important to discuss it and seek support quickly to avoid the problem growing. Please use the contact details below:

- **You Child's Tutor**

Remember, your child's tutor is your first point of contact. They can be emailed on **firstname.surname@rednockschool.org.uk**. If you do not know your child's tutor then send your email to the admin team admin@rednockschool.org.uk and ask them to forward it.

- **Community Leaders**

- Brunel - cheri.jones@rednockschool.org.uk
- Darwin - rhiana.egan@rednockschool.org.uk
- Hubble - anna.dennis@rednockschool.org.uk
- Jenner - alex.barrett@rednockschool.org.uk

- **Attendance Team:** attendance@rednockschool.org.uk

- **Medical advice:** Please contact your doctor or 111.

- **Gloucestershire Early Help service - Family Information Services:** For when you may need a little more support [Glosfamilies Directory](#)