



Cardinal Wiseman Catholic School

ATTENDANCE & PUNCTUALITY

A guide for Parents & Carers

2020-21

Absence from School

Children are required to attend school for 190 days each year

Attendance during one school year	equals days absent	which is approximately weeks absent	Which means this number of missed lessons
95%	9 days	2 weeks	45 lessons
90%	19 days	4 weeks	95 lessons
85%	29 days	6 weeks	145 lessons
80%	38 days	8 weeks	190 lessons
75%	48 days	10 weeks	240 lessons
70%	57 days	11.5 weeks	285 lessons
65%	67 days	13.5 weeks	335 lessons

How does your child's attendance compare with this target?

Please remember that children who miss a lot of school achieve less

WHAT CAN I DO TO IMPROVE ATTENDANCE?

- Have a regular bedtime.
- Have a healthy diet and exercise regularly.
- Limit digital technology.
- Use an alarm clock.
- Get prepared for school the night before.

WHY IS GOOD ATTENDANCE IMPORTANT?

- To keep up with learning in the classroom.
- To achieve good exam results.
- To help get a good job.
- To help with getting to sixth form, college etc.
- To prevent court action.

WHAT IS A PERSISTENTLY ABSENT PUPIL (PA)?

- Your child becomes a 'persistently absent' pupil when attendance falls below 90%.
- The Attendance Officer will monitor a PA pupil. No absence will be authorised at this point without medical evidence (e.g. prescriptions, stamped appointment cards.)
- The Head of Year and the Attendance Officer will monitor any pupil with less than 95% on a weekly basis.
- 7 sessions (3.5 days) missed in each half term = a persistently absent child.

WHAT IF ABSENCE IS ESSENTIAL?

You have a parental responsibility to notify school of any reasons for absence, this should be done each day of absence before 09:00am.

WHAT ARE PARENTAL RESPONSIBILITIES?

Parents must ensure their child arrives on time to school each day. Every child between the ages of 5 and 16 must attend school by law. Failure to do so could result in court action and a penalty notice could be issued (section 444 of the Education Act 1996).

WHAT IF MY CHILD HAS AN APPOINTMENT DURING SCHOOL TIMES?

We would expect all appointments where possible to be taken before or after school. Where this is not possible, we would expect you to attend before or after the appointment depending on the appointment time.

HOLIDAY TAKEN IN TERM TIME.

The Department of Education states no time can be taken in term time for holiday. The Head teacher will not be able to authorise any time taken for holiday unless there are exceptional circumstances. If you decide to take time for holidays in term time and this has not been authorised, you will receive a fixed penalty notice of £60 per parent per child. The payment will need to be paid within 21 days of its issue and, if it isn't paid the amount due will rise to £120 (and this will again need to be paid within 28 days to avoid potential prosecution).

- All children should arrive into school before their designated start time - so before 8.30am for years 9, 10 and 11, and 8.40am for years 7 & 8.
- If your child arrives late to school without a valid reason twice or more in a week, he/she will be required to attend an after-school detention on a Thursday. Parents / carers will be notified of this via a text message.
- Persistently late pupils will have other interventions put in place e.g. a parental meeting.
- If your child continually arrives after 09:00am each day this would be marked as a 'U' code, which will be classed as an unauthorised absence.



PUNCTUALITY