



Cardinal Wiseman Catholic School

Attendance & Punctuality Update: 2021-22

A guide for pupils and parents / guardians



Overview:

The school target for attendance, and therefore the target of every pupil is **96% attendance or above, with no more than 5 'lates' in an academic year.** After the disruption of the past two years, maintaining a high level of attendance has never been more important. The pupils need to be in school on time every day to maximise their learning. *Students: Why not set yourself a challenge and try to maintain 100% attendance for the whole year?!*

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 being issued (section 444 of the Education Act 1996). This is something the school obviously wants to avoid.

90% attendance and below is not good attendance! Those pupils with 90% attendance and below are a real concern and fall into the category of Persistently Absent from school. This is when the attendance team will work with the Local Authority to support you in turning this around. **If a child is absent you have a parental responsibility to inform the school on the first day of absence and then all subsequent days. This needs to be done before 9.00am.**

The form tutor will share attendance data each week and the pupils are required to write their current attendance figure at the top of their Achievement Card. Please can parents / carers discuss this figure with their children each week. The table below shows you what the percentages mean in terms of days, weeks and lessons missed.

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**

A reminder that school **starts at 8.40am** for all pupils, and that means being physically in your period one lesson at this time. If a pupil is late without a valid reason they will be sanctioned. To encourage excellent attendance and punctuality the school runs a **Breakfast Club every morning (8.10-8.40am)** which all pupils are encouraged to attend. Here you can meet your friends, play games, talk to staff and / or complete homework.

If you have any questions or concerns about attendance please do not hesitate to contact the school by phoning the main switchboard number or emailing the attendance team directly using the following email address:
attendance@cardinalwiseman.net

Useful Information:

What can I do to improve my 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 maintain wellbeing by being around peers and staff.
- To achieve good exam results.
- To help get a good job.
- To help with getting to sixth form, college etc.
- To prevent court action.

Frequently Asked Questions:

Can I take my child out of school for an appointment?

We would expect all appointments to be taken before or after school, or during the school holidays. Where this is not possible, you **MUST** attend school before or after the appointment as normal, to limit the disruption caused. We must see evidence of all appointments that happen during school time.

Can I take my child on holiday during term time?

The simple answer to this is no! All requests for holidays will be turned down this year. After so much disruption the pupils really do need to be in school every day. 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).

