



Cardinal Wiseman Catholic School



Attendance - F.A.Q's

Where are the schools' Attendance Policies and full information?

[Attendance | Cardinal Wiseman Catholic School](#)

What time does my child need to be in school and what happens if they are late?

Your child should be in their Period 1 lesson at 8:40am. They must be physically seated in their lesson at this time, not arriving at the gate.

If they are not present at this time they will be marked as late and be issued with a same day break time detention. If they are late twice or more in a week they will receive an after-school detention on a Monday. If they arrive any day after the registers have closed that will also receive a Monday detention. You will be notified of this via text message.

Please note that calls for late arrivals and absences **MUST** be made by the parents. We will not accept calls from the students themselves or relatives not noted as contacts on the school system.

How do I report my child absent?

All absences should be reported to school before 9:00am. You can do this by:

- **Calling 0121 360 6383 and selecting the attendance line. This line can be busy in the mornings so please leave a voicemail as they are checked throughout the day.**
- **Emailing: attendance@cardinalwiseman.net**

If you do not report a reason for absence your child will receive an unauthorised absence mark.

It is extremely important that you report any absences promptly so that we know your child is safe. Parents can still leave voicemails and send emails to us in the evening to notify why their child has not been in school.

My child has a general cold, should I keep them at home?

No. If your child has a general cold they do not need to be off school. If the illness is manageable they can take medication to help with their symptoms and can still attend. Children should only be at home if they are that unwell they cannot carry out their day to day activities. Please follow the latest COVID advice when assessing their symptoms.

My child has a medical appointment. Will this affect their attendance?

Yes. Medical and dental appointments should be made outside of school hours where possible. If not, a copy of the appointment letter should be supplied to the attendance office. Once we have this it will become an 'authorised absence'. Again, we keep a record of a child's medical appointments and can consider this when checking their attendance. A child will not be penalised for this but will be reminded that appointments should be made outside of school times.

What can be provided as medical evidence?

The local authority provides list the below as acceptable methods of providing evidence for medical appointments and illness:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

Doctors or GP 'sick' notes are not required. Please do not request these from your GP as s/he will not be able to provide one.

Someone in our household has tested positive for COVID. Can my child still come to school?

Yes. The government guidelines have now changed to the following:

From 16 August, you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:

- *you are fully vaccinated*
- *you are below the age of 18 years 6 months*
- *you have taken part in or are currently part of an approved COVID-19 vaccine trial*
- *you are not able to get vaccinated for medical reasons*

The link to the full guidance can be found here:

[What to do if you have coronavirus \(COVID-19\) or symptoms of COVID-19 - NHS \(www.nhs.uk\)](https://www.nhs.uk/what-to-do-if-you-have-coronavirus-covid-19-or-symptoms-of-covid-19)

My child tested positive for COVID and had no choice but to stay off school to isolate. Why has this affected their attendance percentage?

Unfortunately, we are instructed by the local authority to mark students who have tested positive as ill. This will therefore bring their attendance down. This has been raised with the local authority as an issue, however their advice has not changed. We keep a list of all children who have tested positive and cross check this when considering attendance percentage. No child that has tested positive will be penalised.

My child's attendance is over 90%, why are you telling me this isn't good enough?

The school target for attendance, and therefore the target of every pupil is 96% attendance or above, with no more than 5 late marks in an academic year.

At Cardinal Wiseman, we know that attending school on a regular basis will lead to achieving well.

95% is **not** good attendance. 95% is on average half a day absence from school per fortnight.

If your child's attendance falls below 90% they will be classed as a '**Persistent Absentee Student**'. National data proves that 90% of students classed as Persistent Absentees fail to achieve five or more good grades at GCSE and **approximately one third achieve no GCSEs at all**.

The attendance team will track persistently absent children and the FAST-TRACK process may be used.

Can I be fined for my child's poor attendance?

Yes, this can be a possible outcome for persistently poor attenders. There are many interventions that can be put in place to help a family before this point is reached. If these interventions fail or you do not engage with the school we are required to follow the FAST-track procedures.

Further information for parents can be found here:

[FAST-track Legal Action Information for Parents | Birmingham City Council](#)

Can I take my child on holiday in term time?

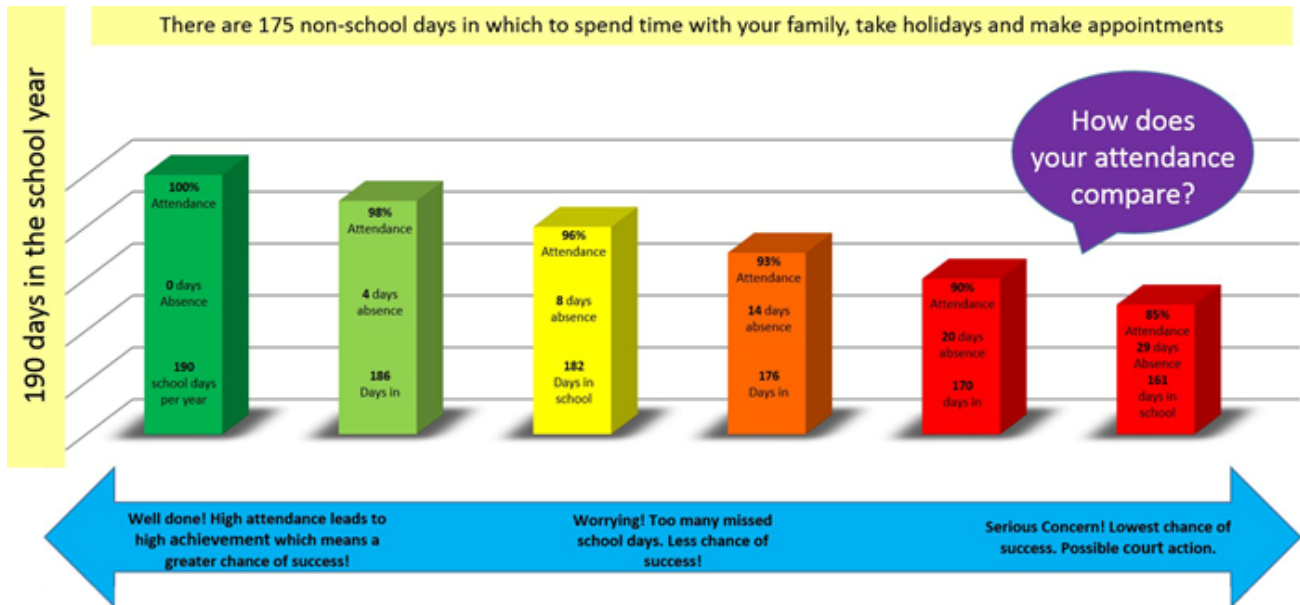
Holidays should **not** be taken during term time. Birmingham City Council Guidance states the following:

Absence from school interrupts teaching and learning and compromises progress. Birmingham City Council therefore seeks to support Birmingham schools and academies in reducing the amount of education lost to pupils from leave of absence in term time. Birmingham City Council strongly discourages pupil leave of absence during term time. The expectation is that such leave would only be authorised in the most 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).

The below will take you to our website page with full details on term time leave requests:

[Leave in Term Time Requests | Cardinal Wiseman Catholic School](#)



Did you know that missing 17 school days per year can result in a drop of 1 GCSE grade?

Attendance over the school year	Number of lessons missed per year	Number of weeks missed per year	Number of years missed over 5 years
100%	0	0	0
95%	50 Lessons	2 Weeks	$\frac{1}{4}$ Year
90%	100 Lessons	4 Weeks	$\frac{1}{2}$ Year
85%	150 Lessons	6 Weeks	$\frac{3}{4}$ Year
80%	200 Lessons	8 Weeks	1 Year
70%	300 Lessons	12 Weeks	1 $\frac{1}{2}$ Years
60%	400 Lessons	16 Weeks	2 Years
50%	500 Lessons	20 Weeks	2 $\frac{1}{2}$ Years

