Attendance & Punctuality

We believe that all students are only able to achieve their potential if they attend school punctually and avoid missing lessons.

We expect students to achieve a minimum of **96%** attendance and punctuality.

What constitutes good attendance?

Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good. We grade attendance as follows: -

- 100% = excellent attendance
- 98% = very good attendance
- 96% = good attendance

Each year, several students in every year group achieve 100% attendance records, showing that this is an achievable target. In addition, several children have achieved this level of attendance in successive years.

Attendance figures below 90% are of real concern. Consider the following examples: -

- 90% is the equivalent to missing **one day per fortnight** which equates to missing half a year's education during Years 7-11
- 80% is the equivalent to missing **one day per week** which equates to missing one full year during Years 7-11

Parents/carers make a vital contribution to their child's attendance by:

- Supporting their child in achieving 100% attendance
- Monitoring their child's attendance via Arbor Parent app and by checking the report provided at parents evenings
- Avoiding dental/medical appointments during school time where possible
- Ensuring their child arrives punctually at school
- Encouraging their child to catch up on work missed through absence
- Informing the school in the morning if their child will be absent
- Taking vacations during school holidays and **NOT** in term time

Punctuality Sanctions

- Your child is expected to arrive in school at 8:40 ready for Period 1 to begin at 8:45.
- If your child arrives to school after 8.45am, they will be set a detention for 30 minutes on the day.
- Subsequent lates in that week will see an increase in length of detention set

Being late 10 minutes every day for one year is equal to 33 hours - approximately 6 days!

Minutes lost each day	Days lost per school year
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

Categorising Attendance and Learning Hours Lost

Descriptor	Threshold attendance	Actual attendance	Whole days of absence	Learning Hours Lost
Excellent	100% 99%	190 days 188 days	0 2	0 10
Good	98% 97% 96%	186 days 184 days 182.5 days	4 6 7.5	20 30 37.5
Cause for Concern	95% 94% 93% 92% 91%	180.5 days 179 days 177 days 175 days 173 days	9.5 11 13 15 17	47.5 55 65 75 85
Unsatisfactory	90% 89% 88% 87%	171 days 169 days 167 days 165 days	19 21 23 25	95 105 115 125
Serious cause for concern	86%	163 days	27	135
Critical	85% 84% 83% 82% 81% 80%	161.5 days 159.5 days 158 days 156 days 154 days 152 days	28.5 30.5 32 34 36 38	142.5 152.5 160 170 180 190

Term Time Holidays

As parents you have a legal duty to ensure that your children attend school on a regular basis.
The Education Act 1996 makes it a criminal offence for a parent to *"fail to secure their child's regular attendance at the school".*

Requesting a leave of absence during term time is not advised and will only be considered in exceptional circumstances. Any requests made for a holiday which is not considered by the head teacher to be exceptional in circumstances, could result in a penalty notice being issued by the Local Authority.

A Leave of Absence request form must be completed stating the reason for the request and must be sent to Mrs Keys-Kidd, the Attendance Manager and Family Liaison Officer, at least three weeks in advance of the planned absence. These forms can be requested from Attendance, or you can use the above link.

Need help, guidance or support with your child's attendance or punctuality?
We are always happy to support pupils and families. You can contact your child's tutor, Pastoral Support Mentor, or Year Lead in the first instance, or you can contact our Attendance Manager and Family Liaison Officer Mrs Samantha Keys-Kidd at skeyskidd@stewardsacademy.org Your child can also speak to Mrs Keys-Kidd about their attendance during breaktime or lunchtimes.