



Attendance & Punctuality

Information for Parents

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 **97%** 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
- 97% = 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 Classcharts and by checking the report provided at Tutor 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

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 Education Welfare Officer Mrs Samantha Keys-Kidd at skeysidd@stewardsacademy.org Your child can also speak to Mrs Keys-Kidd about their attendance during breaktime or lunchtimes.

Punctuality Sanctions

- Your child is expected to arrive in school at 8:40am ready for Morning Prep to begin at 8:45am.
- If your child arrives to school after 8.45am, they will be set and Afternoon Prep for 30 minutes for that day.

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%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
Cause for Concern	96%	182.5 days	7.5	37.5
	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
Unsatisfactory	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious Cause for Concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	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 Headteacher to be exceptional in circumstances, could result in a penalty notice being issued by the Local Authority.

A Leave of Absence form must be completed stating the reason for the request and must be sent to Mrs Keys-Kidd, the Attendance Manager and Educational Welfare Officer, at least two weeks in advance of the planned absence. These forms can be requested from Attendance or can be found on the school website.

STEWARDS ACADEMY
ATTENDANCE AND PUNCTUALITY
WEBSITE INFORMATION

ATTENDANCE: Daily monitoring of attendance is undertaken by the Attendance Team. This involves checking for absence patterns and alerting the parents/carers of pupils who are absent, when no reason for their absence has been received by the academy.

REPORTING AN ABSENCE

ALL absences should be reported to the school by 8.45am via:

- **CLASSCHARTS APP** – Report an Absence
- **Text** - 07908 669254

When absence has **NOT** been reported by the parent/carers, an automated call from **0114 3034042** will be made asking parents/carers to leave a message with the reason for their child's absence. **This will continue to call until a reason is received.**

We request that both above phone numbers are SAVED into parents' contacts as a Stewards Academy phone number.

In the event of us being unable to establish a reason for a child's absence, calls will be made to all contacts on file and a home visit may be made.

HOLIDAYS IN TERM TIME

Any unauthorised holidays in term time will lead to a **Fixed Penalty Notice Warning Letter** being issued.

When the child returns to school, a referral will be made to the Local Authority to process the unauthorised holiday in term time fine.

Please note that it only takes 3 days absence in September for a fine to be issued.

Any **suspected holidays in term time** will be followed up with a home visit to establish if the family are at home/holiday even in the child has been called in unwell. **Historical holidays in term time will be considered when making this decision.**

A suspected holiday in term time letter will be posted by hand notifying parents/carers of home visit and will be followed with a letter being

PUNCTUALITY: Students who arrive after the registers have closed at 9.15am will have their absence recorded as unauthorised unless evidence can be provided.

Working with families to support good attendance.

We use a variety of strategies to support good attendance such as:

- Sending a letter to parents to highlight concerns around attendance. This is a standard local authority letter that we are advised to use and is intended to clarify the implications of weaker attendance.
- Allocating a key worker to supporting your child in school
- Inviting you and your child in for a meeting to discuss concerns and decide on support strategies.

ALL students who are classified as persistently absent (attendance under 90%) at the end of the previous academic year and have 3 days absence within the first 2 weeks of the new academic year will receive a letter from the academy indicating a concern about their child's absence.