

ALDER GRANGE COMMUNITY & TECHNOLOGY SCHOOL



School Attendance

INFORMATION LEAFLET FOR PARENTS

If you are experiencing difficulties with attendance or punctuality please contact school on 01706 223171, we will be pleased to help.

Dear Parent, Guardian or Carer

School is hoping, with your co-operation, to improve attendance and punctuality. Both of these areas are priorities in our School Improvement Plan for this year.

Attendance

We all know that every-day attendance at school is vital for students to get the most out of their education and with this in mind we will be giving attendance close attention during the coming year.

Where attendance is a concern we will work closely with parents, backed up by our Attendance Improvement Worker, and give as much support/advice as we can. You may be aware that recent Government legislation includes the use of penalty notices for poor attendance, which incur a fine. Hopefully we can resolve any problem without having to issue these.

Illness

We recognise that students may be ill at some point and therefore some absence is unavoidable. Students may be away from school for a block of time due to a serious illness and school will support your child with work to do at home, if appropriate. At other times children have odd days of absence from school due to illness – usually they catch up on work missed but regular days off can impact on their educational progress.

IN ALL CASES OF ABSENCE parents should please;

- only keep your child away from school if really necessary- we can send them home.
- Telephone school: **01706 223171** on the first day of absence, as early as possible.
- Keep school informed if more than one day's absence is necessary.
- Avoid medical appointments in school time, but if absolutely necessary, please bring your child to school for the rest of the school day.

Holidays in term time

It is less disruptive to a child's education if holidays are taken during school holiday periods.

Any holiday taken without permission will be classed as unauthorised absence. Holidays will only be granted in exceptional circumstances.

Punctuality

Whilst we are aware that most of our pupils arrive at school on time, we do have a small problem with lateness. Parents may not be aware of the difficulties experienced by their children, even if they are only a few minutes late each day.

A few important points:

- 10 minutes late a day = almost a whole hour of lessons missed each week for your child, which over the year adds up to nearly 2 whole weeks of schooling.
- A child will miss his/her teacher's instructions for the first lesson.

• coming late causes disruption to the whole class, as well as to the child who is late.

• Poor attendance results in poor attainment and future employment prospects are reduced, a child who has 90% attendance over 5 years in school actually misses half a school year!

• children are often very embarrassed and upset at coming into class late.

Please remember:

• children can now come into school from 8.00am to give them plenty of time to be in class on time.

• if a student is late they should sign in at Student Services on arrival.

The home/school partnership that we share is very important to us, working together to help your child. We ask that you support our school in its efforts to improve attendance and punctuality and we really appreciate your co-operation.

DAYS OFF SCHOOL ADD UP TO LOST LEARNING:

100% attendance	PERFECT 😊
95% attendance	1 week 4 days of learning missed
90% attendance	3 weeks 4 days of learning missed
85% attendance	5 weeks 3 days of learning missed
80% attendance and below	At least 7 weeks 3 days of learning missed