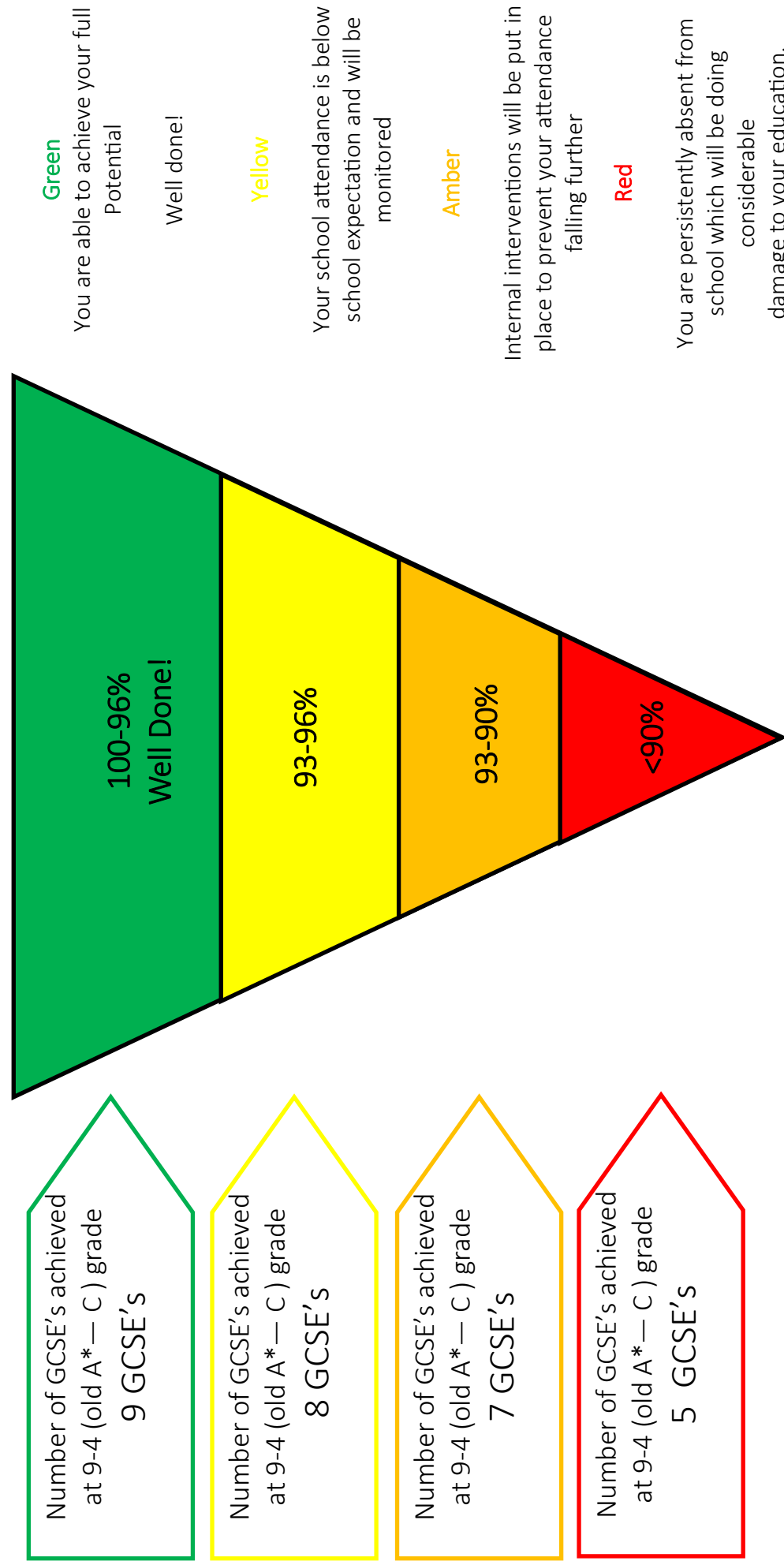




The impact of poor attendance on your child's future GCSE results.  
 Poor attendance will have a serious impact on education, work ethic and life chances. Each day you ensure your child is in school counts towards a better future for them.



**Green**  
 You are able to achieve your full Potential  
 Well done!

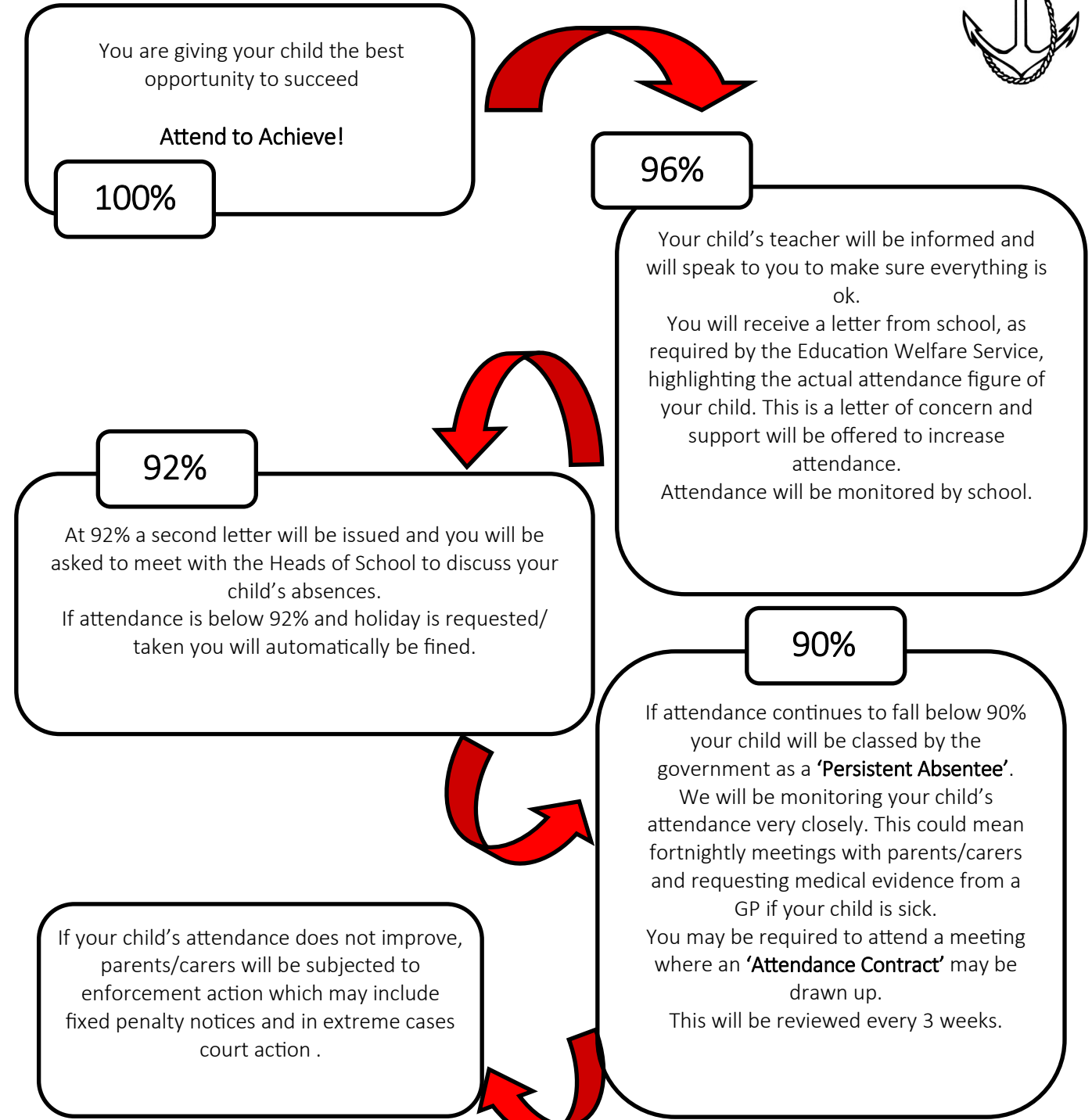
**Yellow**  
 Your school attendance is below school expectation and will be monitored

**Amber**  
 Internal interventions will be put in place to prevent your attendance falling further

**Red**  
 You are persistently absent from school which will be doing considerable damage to your education.

Attend to Achieve, Believe, Thrive. Everyday Counts!

## Monitoring Attendance



Did you know.....?

- There are 175 non-school days a year, 175 days to spend on family time, holidays and visits.
- Being 5 minutes late every day means 3 lost days a year of your child's education.
- Arriving after the register closes is recorded as an unauthorised absence.

**Monitoring Lates**

Under Section 7 of the Education Act it is a duty of parents/carers to ensure that their children receive an efficient full-time education. This includes arriving to school on time.

It is essential that pupils form good habits of punctual attendance at school from the earliest age. The first part of the school day is important and poor punctuality can have a significant impact on your child’s education and their self-worth, not to mention the disruption it may cause to that of other children. Children who often arrive late at school;

- Miss out on essential instructions given at the start of the day.
- Feel embarrassed as everyone is settled, they are now causing a disruption and loss of teaching time.
- Form poor habits which can result in ongoing poor time keeping patterns for later in your child’s life.
- Miss at least 3 days education by the end of the school year if they arrive 5 minutes late daily.

When a pupil arrives after the registers have closed it is recorded as late/unauthorised absence in our attendance management system. The school attendance team audits our attendance statistics on a weekly basis- including late marks.

When a pattern of lateness emerges, the school is directed to contact the parents/carers, in order to rectify the situation.

On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies which have a duty to investigate further and could result in legal action being taken against you.

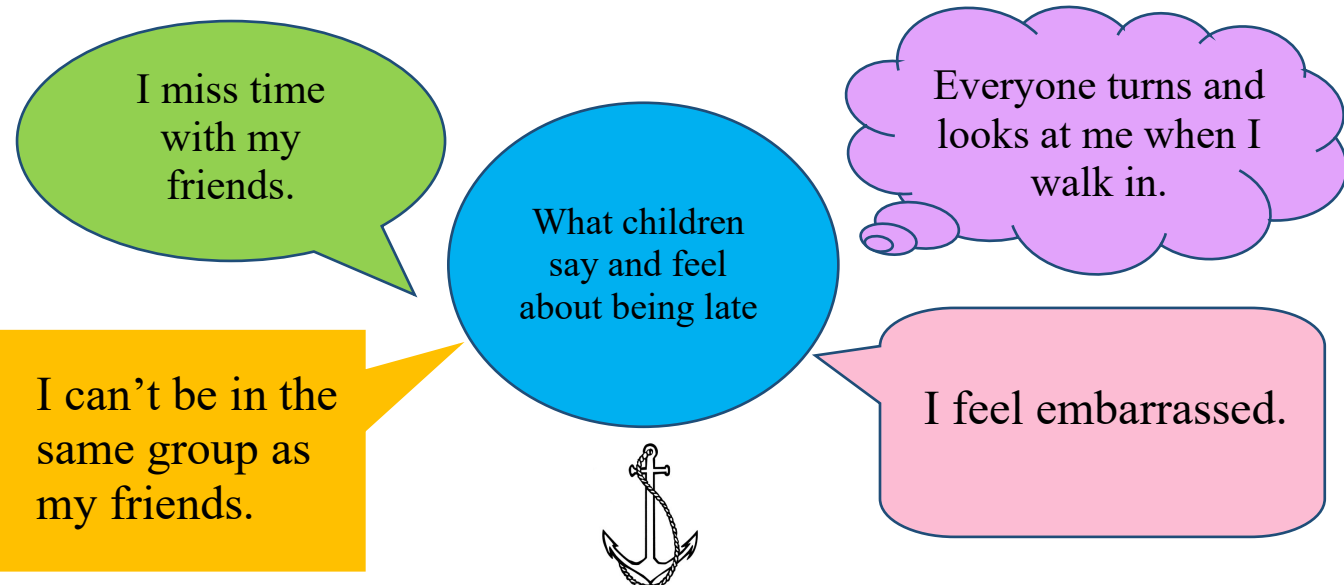
Please help by ensuring that you have your child(ren) arrive in school promptly.

**Registers close at Harris Way at 8.55am**

**Registers close at Bedford Road at 9.10am.**

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us when you will arrive.

If you are experiencing difficulties with punctuality and would like to talk to us about it so we can help, please make an appointment to do so or telephone the Educational Welfare Service.



**Application for leave of absence for your child during term time**

Time off school for family holidays is not a right and cannot be authorised unless circumstances are considered to be exceptional.

Requests for leave of absence should be made by completing an application form available from the school office, and at least four weeks in advance of the start of the proposed period of leave.

You may be required to attend a meeting to discuss your request with a member of the attendance team.

**First day contact required**

Our attendance policy makes it clear that as a parent/carer it is your responsibility to contact school every time your child is absent, to provide a reason for that absence. If the absence exceeds five days you may be required to provide medical evidence or other authorised supporting evidence.

First day contact is a government requirement and is also an important part of our safeguarding procedures.

If your child is absent and you have failed to notify school, on your child’s return ,you will be required to complete a First Day Contact form to explain your child’s absence.

**Wootton Lower School**  
**Getting your child to school really matters.**  
**Did you know.....**

If your child’s attendance during the school year is .....	Your child would have lost approximately.....	Your child would have missed approximately....
95%	9 days	50 lessons
90%	19 days	100 lessons
85%	29 days	150 lessons
80%	38 days	200 lessons
75%	48 days	250 lessons
70%	57 days	300 lessons
65%	67 days	350 lessons

Absence = Lost Learning