

Attendance at St. Augustine of Canterbury

YOU NEED TO BE HERE TO LEARN HERE

St. Augustine's stresses the importance of attendance and punctuality to all lessons.

A good record in this area is rewarded through the rewards system of the school.

School: School expects students to attend school regularly, to arrive on time, and in a fit condition to learn. School will work closely with Parents/Carers, if attendance/punctuality become a cause for concern.

Students: Students should ensure that they attend school regularly and on time. Students should be punctual to all lessons.

Parents: Parents are responsible for ensuring that their child attends school regularly, is on time, and appropriately dressed and equipped for school to learn.

What can you as parents/carers do?

- Please ensure that your child attends as much as possible.
- Send them off to school in good time so that there are no excuses for lateness.
- If possible, try to take medical / dental appointments after school. Inform school (Assistant Head of House) with evidence of appointments if they are to be taken in school time.
- Do not book holidays during school time.
- Check the dates of exams and ensure your child is prepared and punctual.
- Check the information that the school sends to you on your child's report- attendance is clearly listed and colour coordinated for ease of reading. Speak to your child about this if it is raised as a concern.
- If you have any doubts please contact school and speak to your child's Head of Year/ Assistant Head of Year or the school's Attendance Officer.

Absence

a. Authorised (approved reasons) absences from school are shown below and school must be informed by 9am on the first day of absence or prior to the day of absence if this information is known in advance:

- Genuine illness.
- Attending a funeral.
- Unavoidable Hospital, Doctor, Dentist Appointments (with evidence).
- Religious observance.

b. The School, LEA and Government are concerned about unauthorised or unacceptable absences. These include:

- Taking holidays during term time.
- Truancy.
- Feeling ill but could have attended school.
- Staying home to look after a relative.
- Going shopping.
- Any other Absences deemed unnecessary by the School Attendance Officer.

Repeat lateness to school or absence will result in parental meetings and in some cases Penalty Notices (fines) being served.

REMEMBER: TELEPHONE US ON THE **FIRST** DAY OF ABSENCE BY **9am**, or SEND A NOTE EXPLAINING ABSENCE IF IT IS KNOWN IN ADVANCE.

Absence Hotline Number: 01744 678112

Good attendance at school is acknowledged as a major factor in students' development. Poor attendance leads to disrupted learning and contributes heavily to under-achievement. Therefore, we ask that parents make every effort to ensure their children's attendance is as high as possible.

Levels of Attendance

90% Attendance = **Persistent Absentee (PA)** pupils are identified as persistent absentees if they miss 10% or more of their own possible sessions.

90% - 92% = **At Risk of becoming a Persistent Absentee (PA)** pupil. If your child's attendance reaches this level you will have been made aware of this fact. You may have received home visits or letters from the school regarding this low level of attendance.

92% - 94% = **Needs Improvement** If your child's attendance reaches this level you need to engage with the school to introduce strategies to improve your child's attendance and to prevent further absences.

94% - 96% = **Satisfactory**

97% - 100% = **Good Attendance**. It is expected that most children should reach this level of attendance.