

### WHY ATTEND SCHOOL?

- To learn and achieve
- Develop social skills and relationships
- Establish good routines, self-discipline and confidence

### AND IF I DON'T ATTEND?

- You will fall behind with work and underachieve
- You will miss out on friendships and social activities
- Your parents will be contacted
- You may be visited by the Education Welfare Officer
- Your parents could be issued with a Fixed Penalty fine or prosecuted

### WHY BE ON TIME?

- To have time with friends
- To settle and be ready for work
- Form tutors can only know you and support you if you are in registration

### IF YOUR CHILD IS ABSENT

- Contact school on the 1<sup>st</sup> day of absence giving the reason for the absence and the expected date of return - by phone if possible
- If you cannot ring, send a letter on your child's return to school
- The absence will usually be authorised if your child is ill or there are exceptional circumstances

### WHAT IF I'M LATE?

- If it's before the end of registration, go to your form room - you will be marked late
- After registration - sign in at reception area and explain why you are late
- You will be seen by a member of staff and possibly the Education Welfare Officer
- If you are late persistently, your parents will be contacted

### TERM-TIME LEAVE

- Try to avoid as it disrupts your child's learning
- Request forms available at Reception
- School will not authorise any leave if there has been less than 90% attendance during the previous 3 terms, in the first 2 weeks of a new school year or during public examinations or SATs
- A Fixed Penalty fine may be issued if unauthorised leave is taken



## USEFUL CONTACTS

**School Office: Attendance Clerk**  
Mrs B Millin 2670000

**Education Welfare Officer:**  
Linda McNally 2506865

**Senior Inclusion Officer:**  
Liz Irwin 07736 793 232

**Director Of KS4:**

**KS4 Student Support Officer:**

**Director of KS3:**

**KS3 Student Support Officer:**

**School Nurse:**

**Howden House: 2735701**

## DID YOU KNOW?

- 1 day absent each week = 2 months lost learning each year
- 10 minutes late everyday = 33 lost days of learning each year
- 17 Days lost in Yrs 10 and 11 can result in a whole grade lower at GCSE

## PARENTS/CARERS

- You are legally responsible for ensuring that your child is attending school regularly and on time
- When your child is absent from school, you are responsible for letting school know why

This leaflet can be obtained in alternative format. Contact Lynne Raven for further details - 2670000

# ATTENDANCE MATTERS

at

# SCHOOL



## DON'T MISS OUT