



Attendance & Punctuality

A guide for parents & carers

 www.barrbeaconschool.co.uk

 0121 366 6600



What can I do to improve attendance?

Here are some of the things that your child can do to ensure that they achieve and maintain good attendance and punctuality:

Have an evening and morning routine that allows a minimum of 8 hours sleep.

- Limit digital technology use - e.g. gaming, social media, apps etc. and finish at least one hour before bed.
- Allow enough time in the morning for your child to get ready, have breakfast and travel to school and arrive on time.
- Have their own alarm clock.
- Get a reliable friend to call for them in the morning.
- Get their equipment and bag ready the night before.
- Have a regular study time each evening.
- Not waiting for friends in the morning before school.
- Learn bus timetables in advance and have a contingency plan in place.
- Ensure that the time they leave home allows for them to arrive at school between 8:20-8:35am

It will also help if parents/carers:

Take an interest in schoolwork.

Work with and support the school.

Praise their child's efforts.

Check and sign their child's school planner regularly.

Why is good attendance important?

- To aid academic progress
- To avoid gaps in learning.
- To help achieve good exam results.
- To help with getting to sixth form, college, an apprenticeship or university.
- To help get a good job.
- To develop a good Progress file.

- To prevent court action
- To form and maintain friendships

What is a 'Persistently Absent (PA) Pupil'?

You should not keep your child from school or allow them to be absent:

- Your child becomes a 'persistently absent' (PA) pupil when attendance falls below 90%.
 - A PA pupil will be monitored by an Assistant Head of House and the Attendance Officer.
- If your child's attendance is under 90%, we will not authorise any absence without medical evidence (e.g. prescriptions, stamped appointment cards).
- As a school we monitor attendance very closely. If your child's attendance drops below 95% they will be monitored closely.

What absences are not appropriate?

- To look after the house or other members of the family.
- To go shopping or to visit relatives.
- Because they are menstruating.
- Because they got up late.
- Because they don't want to come to school.
- For family birthdays or to go on family outings.

What about holiday?

The Department of Education has introduced amendments to holidays taken in term time. The Headteacher will **not be able to grant** any leave of absence during term time, for any purpose unless there are exceptional circumstances. If you decide to take a holiday in term time and it has not been authorised by the school you will receive a **fixed penalty**, where **the parent/carer will have to pay £60 for each child removed from school**. This will need to be **paid within 21 days** and, if not paid within this time, the charge **will rise to £120 per child and must be paid within 28 days** to avoid potential prosecution



What if absence is essential?

It is important to get a message to school - it is the responsibility of parents/carers to let the school know the reason for their child's absence as soon as possible, before **9am** on the first day of absence.

Your child deserves a rigorous education and all the opportunities that Barr Beacon School has to offer. Coming to school every day is essential for your child's academic, social and personal development.

What are parental/carer responsibilities?

If your child is aged between 5 and 16, you must make sure he/she attends school regularly and stays in school. This is law. You can be taken to court for breaking this law (Section 444 of the Education Act 1996).

Parents should ensure their children arrive at school on time, properly dressed and in a condition to learn.

This means pupils should wear school uniform. They must have their books, pens, pencils, PE kit etc. They must be ready to learn so they should not be too tired, worried or hungry.

Parents must also make sure that pupils complete homework on time and keep to school rules about behaviour.

What is an authorised absence?

Parents and carers can explain absences but they cannot authorise them. Only the school can decide whether explanations about absences are acceptable and can be authorised. For persistent absence, the school will insist a doctor's note or medical evidence is provided. All other absences will be coded as 'O' and will not be authorised.

What about absence for dental/medical treatment?

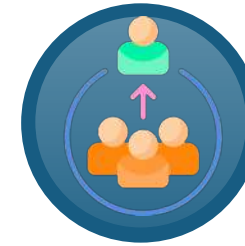
Your child may have to be absent from school for medical or dental treatment. The school must be informed if the appointment is during school time, but where possible, appointments should be arranged before/after school. We ask that you show your child's medical appointment letter or card.

What happens if a pupil misses too much school?

If a pupil does not attend everyday, this is what can happen:



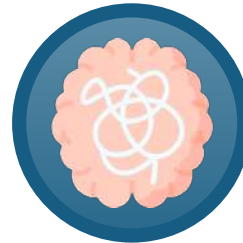
They will not know how to complete the work set.



They may feel left out and get left behind.



Friendship groups may change.



They may begin to experience anxiety.



They lose touch.



They will underachieve.

What rewards are there for excellent attendance and exemplary punctuality?

All pupils in school with 100% attendance on their record (for the academic year) are placed in a raffle to have the chance of winning a brand new iPad. Regular attendance and punctuality assemblies take place throughout the year with prizes, certificates and praise points.



Remember

- 7 sessions (3 and a half days) missed in each half term = a persistently absent (PA) pupil.
- Missed lessons = Missed opportunities.
- Being on time shows that pupils are reliable and organised, and know that school matters.
- Employers want good time keepers.
- Excellent attendance (97% and above) = Excellent Progress

What happens if pupils are late?

Your child will be at a disadvantage.

- They may miss important notices in Form and interrupt lessons.
- Pupils should arrive on school site between 8:20 and 8:35am. If they arrive after 8:35am they will be marked as late and receive a late detention.
- If your child arrives after 9:10am, it is an unauthorised absence and will be coded as 'U' (arrived after registration closed).
- Afternoon registration takes place from 2:00pm - 2:10pm.
- If your child has 5 or more late marks for morning and afternoon registration, they will be placed on a punctuality report card and you will be contacted by an Assistant Head of House.
- If your child's punctuality does not improve, further sanctions will be put in place.
- Pupils who arrive late will miss their break time on the same day.

Our expectations

- Pupils should be waiting outside their form rooms by 8:40am at the latest, every morning.
- We expect pupils to arrive on time for ALL lessons.

Attendance at external examinations

- All pupils must attend external exams **on time** as these dates are set by the examination boards and cannot be changed. If your child fails to attend an external exam parents/carers will be charged the cost of the examination.

Keeping in Touch Visits

Barr Beacon School's Attendance Welfare Officer (EWO) may complete a Keeping in Touch visit for pupils, where they attend the family home. These visits can take place for a range of reasons e.g. the pupil is not in school and the parents/carers have not contacted the school to inform them of the reason. This is a procedure that the school has to follow by law, to ensure that all pupils are safe.

Attendance for ONE term	In ONE term your child will have missed	In a YEAR your child will have missed
90%	1 week 2 days	4 weeks
80%	2 weeks 4 days	8 weeks
70%	4 weeks 1 day	12 weeks
60%	5 weeks 3 days	16 weeks
50%	7 weeks	20 weeks
40%	8 weeks 2 days	24 weeks
30%	9 weeks 1 day	28 weeks



What if I need further information?

(Term Dates can be found on our website)

Barr Beacon School - 0121 266 6600 (contact House Office)

Walsall Children's Services - 01922 658170

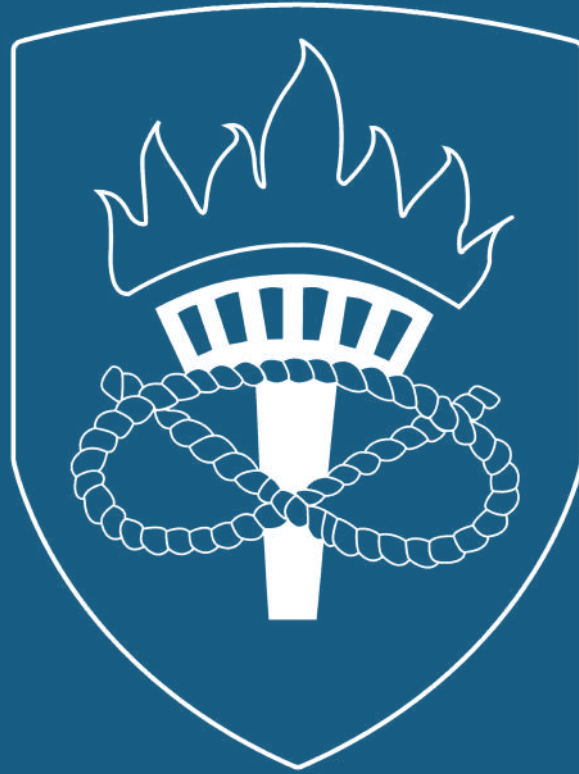
Childline (24 hour helpline) - 0800 11 11

Parentline - 0808 800 2222

West Midlands Travel - 0121 254 7272.

Birmingham Children's Services - 0121 303 1888

Together we can
help your child to
feel happy and
successful at school



Barr Beacon School
'Proud to Succeed'