

Student Attendance and Punctuality Policy 2019

The attendance target for every student at St John Bosco is 100%

St John Bosco Arts College strives for every student to have an attendance of 100%. This is because full attendance allows you to reach your full potential. However, we consider **97% or above** to be good attendance.

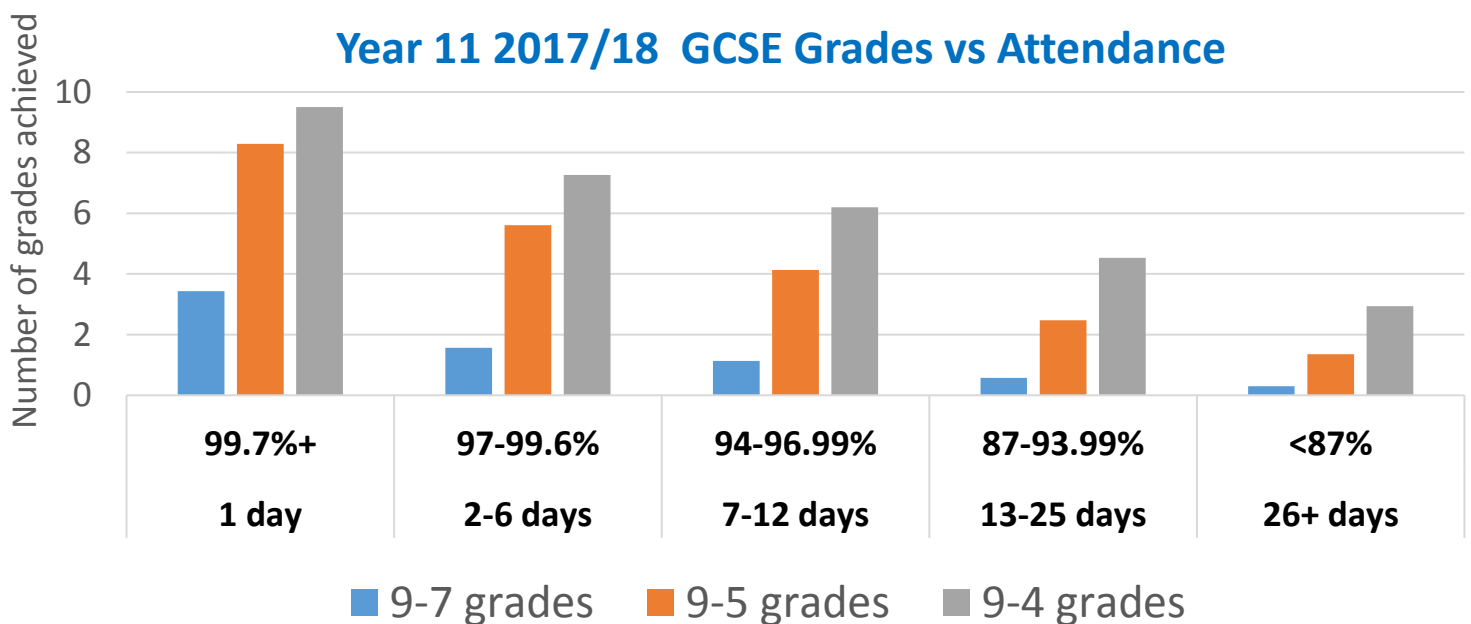
Excellent attendance is also important for building friendships and relationships in school. Positive friendships and relationships contribute to how happy you feel when you are at school.

All children of school age must attend school **by law**. Your parents/carers have a **legal responsibility** to ensure you attend school regularly. Poor attendance affects your performance in assessments, lowering your grades, and reducing your chances once you leave school.

If you have 6 days off during a school year your attendance will be 97% and you will have missed 30 lessons. The table below shows how many lessons you miss over your school career for different percentages:

Percentage Attendance	No. of Days Absence	Learning Missed	Lessons Missed over 5 Years
100%	0 days	0 lessons	0
97%	6 days	30 lessons	150 lessons
95%	9.5 days	48 lessons	240 lessons
93%	13 days	65 lessons	325 lessons
90%	19 days	95 lessons	475 lessons

The graph below clearly shows the negative impact that time off school has on a student's grades:



Absence from school

If you are going to be absent from school due to illness, your parent/carer must contact the school on the morning of your absence explaining the reason for absence and how long they expect you to be off school for.

Acceptable Reasons for absence: Illness, emergency dental/medical appointments, and family bereavements.

When you return to school following an absence, your parent/carer must supply a note for your form tutor/PPC which explains the reason for absence. In some cases, if a student has low attendance, the school may ask for medical evidence eg. an appointment card from the doctor/walk-in centre or a prescription/labelled medicine. Medical evidence must be shown to your PPC and Mrs Walshaw/Miss Yates who will photocopy this and store in your folder in the Attendance Office. The school will not ask for a sick note from a doctor unless you are going to be absent for a long period.

Medical and Dental Appointments

Medical and dental appointments should be made outside of school hours. Where this is not possible, students should bring a copy of the appointment card or letter to show to their PPC. We expect students to still attend school before or following the medical/dental appointment.

Holidays

Holidays during term time are not allowed and will be unauthorised. Your parent/carer may be fined if you take a holiday during term time. More than one holiday in a school term could lead to a referral to Education Welfare and potential court action.

Punctuality

It is extremely important that you arrive to school by 8.25am. Registers are taken at 8.35am and if you arrive after this time, you will receive a late mark and must attend a lunchtime detention. If you arrive after 8.55am, you will need to attend an after school detention.

If lateness to school becomes persistent, parents/carers will be referred to Emma Crellin, Education Welfare Officer.

Rewards & Incentives

A free breakfast is available every school day to all students that arrive before 8.25am. Those that have 2 days or less absence each term (**#2daysorless**) will be eligible for an end-of-term reward. Previous trips have included the Trafford Centre, Blackpool, the Crocky Trail and Alton Towers. 'Pop-up' incentives also occur throughout the year, including rewards such as tickets to the Staff Dance Show, the Advent Attendance Concert and treats like 'Daughter's Day'.

The Attendance Team

All students whose attendance falls below 95% are referred to the School Attendance Officers - Mrs Walshaw and Miss Yates. If a student's attendance continues to worsen, the parent/carer will be invited into school for a meeting. If a student's attendance falls to 92% or below, this is when our Education Welfare Officer, Emma Crellin, becomes involved. Emma works with families to improve attendance but in cases where there isn't an improvement, parents face legal action such as a fine or

court action. Any student with an attendance of 90% or below is classed by the government as ***Persistently Absent***; this equates to 19 days absence, or 95 lessons, in a school year.

What You Can Do

Be motivated to attend school every day, this includes days that you may be feeling a bit under the weather. Remember that every day off is 5 lessons missed. Return to school promptly following an illness and, where possible, bring the medical evidence into school. Do not take holidays in school term time.

If you are experiencing any issues that are affecting your attendance, whether these are health-related, financial, or problems in school itself, then you can speak to your PPC/Mrs Walshaw/Miss Yates who will support you to attend school however possible.