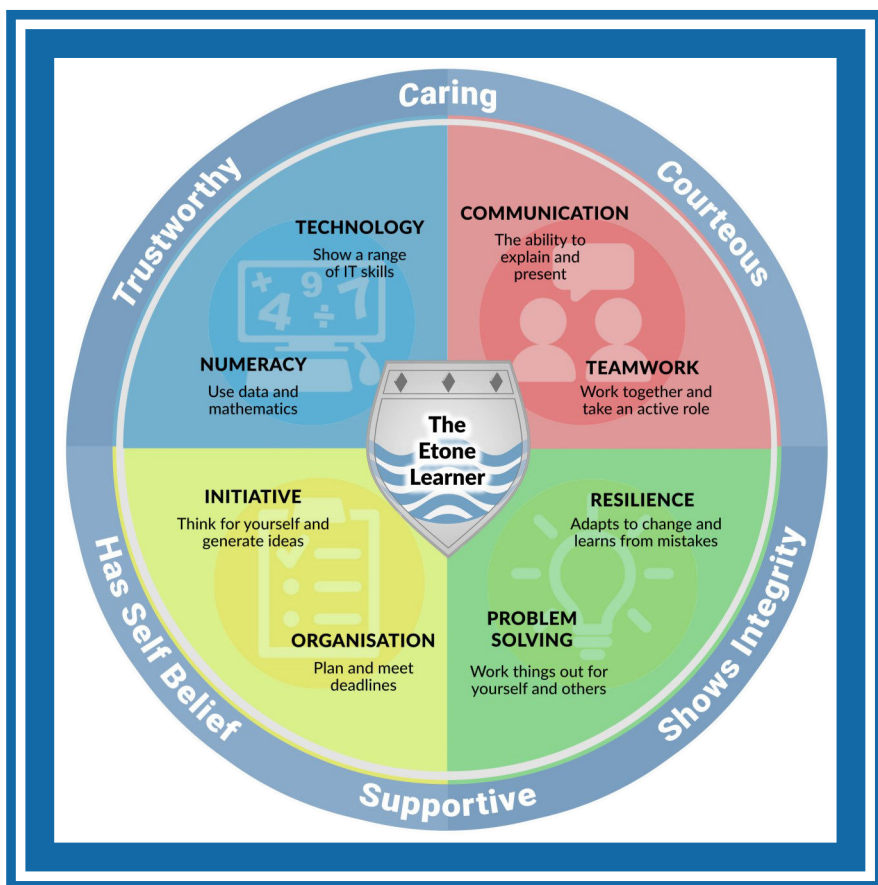


# ATTENDANCE & PUNCTUALITY

*Information for parents and carers*



## ***What can I do to improve attendance?***

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

- Have a regular bedtime.
- Have their own alarm clock.
- Get a reliable friend to call for them in the morning.
- Get their kit and bag ready the night before.
- Have a regular study time each evening.

### ***It also helps if parents / carers:***

- Take an interest in school work.
- Work with and support the school
- Praise their child's efforts.
- Check the Parent App regularly.

## ***Why is good attendance important?***

- To help achieve good exam results.
- To help with getting to Sixth Form, college, apprenticeships or university.
- To help get a good job.
- To prevent fines and court action.

## ***What is a 'PA Pupil'?***

- As a school we monitor attendance very closely. If your child's attendance drops below 97% they will be closely monitored.
- If your child becomes a 'persistently absent' pupil (below 90%) you and your child will be monitored by a Head of House and our Warwickshire Attendance Officer. This may lead to court action which includes fines and/or a prison sentence.

**PLEASE BE ADVISED THAT ETONE COLLEGE HAS ISSUED MULTIPLE FINES TO PARENTS / CARERS FOR UNAUTHORISED ABSENCE FROM SCHOOL DURING TERM TIME. FIXED PENALTY NOTICES CAN BE ISSUED FOR ONE DAY OR MORE ABSENCE FROM SCHOOL.**

## ***What if absence is essential?***

It is important to telephone 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. Please contact school for **each day** of absence. **If your child is absent for 3 days or more you may be asked to provide medical evidence.**

## **What are your parental 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 the 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, and not to be too tired, worried or hungry. Parents/Carers must also make sure that “pupils complete homework on time and keep school rules about behaviour”.

## **Holidays**

The Department of Education has recently introduced amendments to holidays taken in term time, which took effect from September 2013. 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, you will receive a **fixed penalty**, where **each parent 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 parent per child and must be paid within 28 days** to avoid potential prosecution.

## **What is an authorised attendance?**

Parents and carers can explain absences but they cannot authorise them. Only the school can decide whether explanations about absence are acceptable and can be authorised. **For persistent absence, the school will insist a doctor’s note is provided.** All other absence 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 and appointments should be arranged before/after school where possible.

## **What happens if a pupil misses too much school?**

If a pupil does not attend every day, this is what happens:

- They will not know how to complete the work set.
- They will feel a bit left out and get left behind.
- They will lose touch.
- They may become anxious.
- They will underachieve.

## **What rewards are there for excellent attendance and outstanding 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 vouchers and an Amazon Echo Show.**

## REMEMBER



Missed lessons = missed opportunities

Being on time shows that pupils are reliable and organised and know that school matters.

Employers want good timekeepers!

### What happens if pupils are late?

- Your child will be at a disadvantage.
- They may miss important notices and interrupt lessons.
- If your child is late on three or more occasions they will receive a letter and a detention will be set.

### Our expectations:

- Pupils are waiting outside their form rooms at 8.45am every morning. Registration begins at 8.50am.
- We expect pupils to arrive on time for **ALL lessons**.
- Pupils' attendance will show on the Parent App.
- If your child arrives late to school they will be monitored closely and you will be contacted. You may receive a visit from the school's Attendance Officer and your child placed on a Punctuality Report Card or a target set.

## REMEMBER

**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

### Term Dates 2021 - 2022

#### Autumn Term 2021

Friday 3rd September to Friday 17th December

**Half Term:** Monday 25th October to Friday 29th October

#### Spring Term 2022

Wednesday 5th January to Friday 8th April

**Half Term:** Monday 21st February to Friday 25th February

#### Summer Term 2022

Monday 25th April to Tuesday 19th July

**Half Term:** Monday 30th May to Friday 3rd June

### What if I need further information?

The following services will be able to help:

Etone College 024 7675 7300

Warwickshire Direct

(Support for Children & Families) 01926 410410

Parentline 0808 800 2222

**TOGETHER WE CAN HELP  
YOUR CHILD TO FEEL HAPPY  
AND BE SUCCESSFUL AT  
SCHOOL**