



# Attendance & Punctuality

A guide for parents & carers



[www.etoncollege.co.uk](http://www.etoncollege.co.uk)



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## Why does excellent attendance matter?

*"In a 2021 research study, poor attendance at school was found to be one of the biggest impacts on a pupils future performance, options with next steps and their overall wellbeing in education."*

**It is important to know that attendance is important in:**

- Ensuring learning is up to date and no gaps exist
- Helping to ensure pupils achieve excellent exam results
- Helping to get into next steps (Employers, Universities and Colleges will want to know)
- Preparing pupils for competitive career opportunities
- Ensuring pupils are comfortable in social settings, for now and the future
- Preventing any potential court action.

## What are Etone's attendance and punctuality expectations?

Etone expects pupils to attend 100% of school-days. Where an absence is absolutely essential the school should be notified as detailed overleaf.

Pupils should be on site every school-day for 8.40am ready for registration at 8.45am  
We expect pupils to arrive on time for **ALL** lessons.

## What can you and your child do to improve attendance and ensure punctuality?

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

- Have a regular bedtime making sure they get at least 8 hours of sleep a night.
- Have their own alarm clock with a set time. Research proves if we get up at the same time everyday our internal 'body-clock' will automatically fit into the routine.
- Have a clear routine for getting to school, a reliable friend who can call around at set leaving time.
- Get their kit and bag ready the night before, check that homework and exercise books for the day are ready
- Have a regular study time each evening to help pupils organise their own time and feel they are up to date with learning.

## It also helps if parents/carers:

Take an interest  
in school work  
and life

Sometimes discussing these with your child can help in supporting removing any barriers to attendance.

Work with and  
support the  
school.

By communicating with us any information that will help in improving and maintaining your child's attendance.

Praise your  
child's efforts.

Watch out for any rewards or successes your child will have.

Check the  
Parent App  
regularly.

Make sure you have downloaded the Matrix Academy Trust App and turned on notifications.

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

As a school we monitor attendance very closely. If your child's attendance drops below 97% this will trigger the start of our internal attendance intervention program monitored by our Attendance Team.

If your child becomes a 'persistently absent' pupil (below 92%) you and your child will be monitored by our Attendance Team and Warwickshire Attendance Officer. Absences for a PA pupils without medical evidence will not be authorised. 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 is not an appropriate reason for absence?

- To look after a family member or house.
- To go shopping or visit relatives.
- Pupil is not quite feeling 100%.
- Because they got up late.
- Because they do not want to come to school.
- For birthdays, family outings or events.

## 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 £80 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 £160 per child and must be paid within 28 days to avoid potential prosecution. If you're taken to court, you could get a fine up to £2500, community order or jail up to 3 months. The court can also give you a parenting order.

## 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 by 8.30am. 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".

## 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?

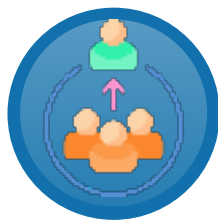
Your child may have to be absent from school for medical or dental treatment. The school must be informed and appointments should be arranged before/after school where possible.

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

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



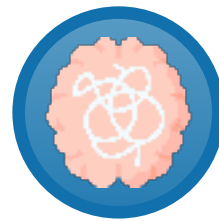
They will not know how to complete the work set.



They may feel left out and get left behind.



They lose touch.



They 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 prizes.

At the end of each half-term pupils who have attended 100% will be invited to attend a 'Breakfast with the Head' during form time.

Termly letters of gratitude home to pupils who maintain 100% attendance.

In addition to this we hold termly competitions in forms and Houses to encourage excellent attendance and punctuality.

We also give out weekly prizes and have focus periods where pupils can win prizes for their attendance.

Pupils can check their attendance each week in form time. This is available for yourself to view on the Matrix Academy Trust App.



## What happens if a pupils are late?

- Your child will be at a disadvantage.
- They may miss important notices in Form Time and interrupt lessons.
- If your child arrives on site after 8:45am, without exceptional circumstances, they will be issued a same day late gate detention. This will be sat during break time, failure to attend this detention will result in a lunch time isolation
- If your child is late for a second time in a week, this will result in an hour same day detention which you will be informed about via our Matrix Academy App
- If your child arrives after 9:15am, it is an unauthorised absence and will be coded as 'U' (arrived after registration closed). This will negatively affect their attendance.
- If lateness persists this will trigger our internal punctuality program of intervention.
- If your child has 5 or more late marks for morning and afternoon registration, they will be put on a punctuality report card and you will be contacted by an Assistant Head of House.

## Attendance Welfare Officer

Etone College's Attendance Welfare Officer (EWO) may complete Safe and Well visits 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 its pupils are safe.

### REMEMBER

Missed lessons = missed opportunities

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

Employers want good timekeepers!

Above all at Etone, we care. Therefore if there are any barriers to attending we ask you communicate and work with us to ensure that every pupil receives the education they deserve.

## What does absence mean?

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

## Term Dates 2024/25

Autumn Term 2024

Term Starts: Tuesday 3rd September 2024

Half Term: Monday 28th October 2024 to Friday 1st November 2024

Term Ends: Friday 20th December 2024

Spring Term 2025

Term Starts: Tuesday 7th January 2025

Half Term: Monday 17th February 2025 to Friday 21st February 2025

Term Ends: Friday 11th April 2025

Summer Term 2025

Term Starts Monday 28th April 2025

Half Term: Monday 26th May 2025 to Friday 30th May 2025

Term Ends: Friday 18th July 2025



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

## What if I need further information?

**The following services will be able to help:**

Etone College - 024 7675 7300

Warwickshire Direct- 01926 410410

(Support for Children & Families)

Parentline - 0808 800 2222

