

## HOLIDAYS

Taking holidays during term time is one of the most disruptive occurrences in a child's education, after sickness.

Colmers School will not authorise holidays taken during term time, as guided by Birmingham Local Authority's policy.

## SO, WHY DOES ATTENDANCE MATTER?

Excellent attendance and punctuality are two of the most important elements of a successful education. This is because:

- If your child is not in school he/she is not learning.
- Every day lost is **five** hours of actual teaching and learning time in five subjects.
- Attendance ensures he/she keeps up with the work and stays in touch with friends.
- Your child will achieve and feel they belong at Colmers if they attend every day.

***Employers and Colleges always ask about attendance and punctuality records because it shows a positive attitude towards school and work.***

### **Did you know?**

- 5 minutes late every day means around 3 ½ days of education are missed

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

***Thank you for your Support***

## Attendance Team

### **Pupil Services Receptionist:**

***Mrs J Ferriday.***

Mrs Ferriday supports students and parents in Pupil Services Reception.

### **Attendance Officer:**

***Miss S Gilchrist:*** *Inputs all attendance data on to the system, and supports pupils and parents where school attendance is a concern. She will also ensure that parents understand and fulfil their legal responsibilities regarding their child's school attendance.*

### **Family Support Worker:**

***Miss T. Chaudhry:*** provides family support to pupils and parents when family life or relationships become difficult or stressful and impact on the student's attendance and achievement.

### **Pupil Welfare Manager:**

***Mrs L Wilson***

***And Designated Safeguarding Lead: Mr Martin***

***Brookes:*** ensure that students are safe and well, in the school environment and at home so that they are able to attend school regularly and are ready to learn.

### **Outreach and Reintegration Manager:**

***Mr M Jones:*** ensures that all students are in receipt of appropriate education provision where attendance in mainstream school is a barrier.

### **PA to SENDCO:**

***Mrs H Richardson:*** Supports students with Special Education Needs, disabilities and long term medical needs to achieve maximum attendance.

***Mrs L Wilcox: Assistant Headteacher:*** has overall Responsibility for Behaviour and impact on Attendance.

***Mrs S Finch: Assistant Headteacher:*** has overall responsibility for Attendance Improvement.

# ATTENDANCE MATTERS! 2017 - 2018



**COLMERS SCHOOL  
& SIXTH FORM COLLEGE**

Bristol Road South, Rednal, Birmingham, B45 9NY

**Attendance Answerphone - 0121 453 1778**  
*OPTION 1, available 24 hours, 7 days a week.*

***Please do not use this system for any other messages***

### **WHAT IS THE LAW?**

**Parents/carers of each child of compulsory school age, that being 5 to 16 years, must ensure that he/she receives full-time education:**

If a child of compulsory school age, who is a registered pupil at a school fails to attend regularly, his/her parents/carers are guilty of an offence. **The penalties upon conviction include all of the following:**

- i) Criminal record for parent(s)
- ii) Penalty Notice via Spotlight £60 - £120 (section 23 (1) Anti-Social Behaviour Act 2007) or
- iii) Fine of up to £1000 per parent (Education Act 1996 Sec. 444, 1) or up to £2,500 per parent (Education Act 1996 Sec. 444, 1A)

**Parentally condoned absence, truancy or even persistent absence without medical evidence will be addressed using the Local Authority SPOTLIGHT Programme.**

### **GROUPCALL MESSAGING**

- Where a reason has not been received for an absence, on the day of the absence by 10.00am, the absence will be followed up by the GROUPCALL electronic message system to parents. The system requires the parent to confirm the absence and provide a reason. By doing so, it also alerts you and the school to any potential truancy or simply that a pupil has *missed registration*. We would be grateful for your support and courtesy with regards to the delivery of this service.
- Pupils who have truanted will be expected to make up the time missed in detention or isolation and must catch- up all the work missed.
- In some cases parents could be prosecuted.

### **WHAT ABSENCES CAN BE AUTHORISED BY THE SCHOOL?**

- Illness – if your child is ill please contact the school on the **first and each** day of his/her absence
- Exceptional Circumstances – bereavement, court or **unavoidable** medical appointments.  
**NB: For an appointment - Pupils must provide an appointment card or appointment letter when either signing in or out of school.**

### **WHAT ARE UNAUTHORISED REASONS FOR ABSENCE?**

- Illness may not be authorised by the school if we are not satisfied with the reason, the length or the regularity of absence.
- Visits that can be arranged out of school hours, shopping, hairdressers, buying concert tickets, seeing relatives in hospital
- Birthdays
- Looking after other family members
- Waiting for deliveries at home
- “Family problems” unless properly discussed with school and authorisation is requested.

### **REGULAR SHORT TERM ABSENCES**

**Pupils who regularly take one or two days a week off school disrupt their education because:**

- There is a lack of continuity in their work.
- Each time they return after a short absence, the rest of the class has moved on and they have been left behind.
- Such pupils are constantly having to ‘catch up’ and very often lose interest and give up.

This is what we call ‘condoned absence’; parents too easily agreeing to their child having time off school for unconvincing reasons.

**Therefore parents may be asked for appropriate medical evidence before further absences are authorised by the school.**

### **PUNCTUALITY**

Alongside regular attendance it is equally important and compulsory that pupils arrive at school on time every day and ready to learn.

Each day a bell sounds at 8.42am with the expectation that pupils will be in their form room by 8.45am prompt. Pupils arriving to school after the gate is shut at 8.45am are considered to be late for school.

**There are sanctions in place to address lateness to school, including detention and in some cases isolation.**

### **RIGHTS AND RESPONSIBILITIES**

#### **Parents are responsible for:**

- Ensuring that your child attends school regularly, punctually, properly dressed and ready to learn.
- Understanding the importance of and legal requirements of your child attending school every day.
- Notifying the school by phone call or letter if your child genuinely needs to be absent, or is late.
- Talking to and informing the school where there are concerns about any aspects of your child’s education.
- Supporting your child’s attendance at catch-up club if work has been missed.

#### **Your son/daughter is responsible for:**

- Ensuring that his/her own attendance and punctuality is maintained at the highest level.
- Understanding the importance and legal requirements of being at school every day.
- Seeking help from his/her Learning Tutor or HOY if problems arise.
- Taking responsibility for catching up with work missed whilst absent from school.

#### **The school is responsible for:**

- Promoting excellent attendance and punctuality by using a range of strategies including rewards for high attendance.
- Investigating absences and working closely with parents.
- Responding to absenteeism firmly but with care and being sympathetic towards concerns.
- Holding discussions with pupils and parents whose attendance falls below 92%.