

## **ATTENDANCE AND PUNCTUALITY**

### **Attendance**

At Redborne we recognise that attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for our students. Excellent attendance and punctuality is the key for our students' success. It is the responsibility of everyone in our school community – parents, staff, students and governors to ensure they achieve this. Therefore, we monitor and review the attendance of all our students constantly. We encourage excellent attendance and punctuality for all students, by offering an environment in which our students feel valued and part of the school community.

Logically if students are not in school, they are not learning and thereby allowing their potential grades to suffer. The process of education is life long and we build on what we already know and therefore, if students miss school they could be damaging their future. Each year there are 190 school days; this leaves 175 days for holidays, shopping, birthday treats and non-urgent medical and dental appointments. Therefore, the school is highly unlikely to authorise absence for these reasons.

### **Attendance over one school year**

If your son or daughter had:

98% attendance = fewer than 4 days absent from school

95% attendance = fewer than 10 days absent from school

90% attendance = 19 days absent from school

85% attendance = 28.5 days absent from school

80% attendance = 38 days absent from school

### **Punctuality**

The school, governing body, OFSTED and DFE place great store on students being punctual to school and to lessons. Lack of punctuality affects learning and behaviour; not only of the student who is late, but it can have an impact on all other learners as the teacher is required to recap on missing learning for those who arrive late. This can reduce learning time for the rest of the class. As a consequence poor punctuality results in schools being given a grade 4 – unsatisfactory by OFSTED.

Punctuality is also a key workplace skill which must be learnt at school and adhered to. Employees who are regularly late to work lose their jobs. In the work place you cannot arrive at the start time, you must be in the work place prior to the start time and ready at your desk or work station for the official start time. This principle holds true in school.

Our expectation at Redborne is that students are in their classrooms at the start of Period 1. Therefore, those students who arrive on the school grounds at 8.40am are deemed late.

Registers are important legal documents and it is essential that they accurately record the attendance of all students.

Electronic registers are taken at the start of the day during Period 1 (between 8.40am-9.40am) and again during afternoon registration (between 1.50pm-2.10pm).

Multiples of 3 lates per 6 week cycle will result in a 30 minute detention for every 3 lates eg:

- 3 lates per 6 week cycle = 30 minute year team detention
- 6 lates per 6 week cycle = 2 x 30 minute year team detentions

Failure to attend detentions would result in students being issued with senior team detentions.