



# **CLIFTON COMMUNITY SCHOOL**

## **Attendance & Punctuality**

**Attend today**

**Achieve tomorrow**

School attendance plays a vital role in your child's education. At Clifton Community School we expect students to have an overall attendance figure of at least 97%.

Why? Because there is a clear link between good attendance, learning and attainment. Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal, social and wider opportunities, which are offered to them at Clifton Community School. Parents/Carers play a vital role in supporting the school and encouraging pupils to reach good attendance levels. Obtaining a broad and balanced education is dependent on regular attendance at school. The school will take appropriate action to promote and encourage excellent attendance.

### **What Clifton expects of pupils:**

- ◆ To attend regularly. 100% is the aim.
- ◆ To arrive by 8:40am appropriately prepared for the day.
- ◆ To inform school of any reason that will prevent them from attending school.
- ◆ To report to the appropriate classroom before the start of every session.

How good is your attendance?	
100%	Excellent
97% - 99%	Good
94% - 96%	Satisfactory
Below 94%	Poor

Individual attendance is shared with students on a weekly basis. No excuses for not knowing what their attendance is and what they need to do.

### **What Clifton expects of parents/carers**

- ◆ To fulfil their responsibility by ensuring children attend school every day and on time.
- ◆ To ensure that they contact the school, by telephone, on the first day their child is unable to attend and that their child returns to school with an absence note as soon as they are fit to return to lessons.
- ◆ To ensure their child arrives on time and is well prepared for the school day (with equipment, completed home learning etc.)
- ◆ To contact school, in confidence, whenever any problem occurs that may keep their child away from school.
- ◆ To inform school and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside the school day.
- ◆ To ensure the continuity of their child's education by taking holidays during the school holiday period. Holidays will not be authorised by the Headteacher during term time and a referral will be made to the Education Welfare Service who may issue a Fixed Penalty Notice. (Penalty Notices are £60 per parent per child if paid within 21 days rising to £120 per parent per child if paid after that date.
- ◆ Failure to pay will result in prosecution in the Magistrates' Court.)

## **What parents/carers and pupils can expect of the school**

- ◆ The encouragement and promotion of excellent attendance.
- ◆ Regular, efficient and accurate recording of attendance.
- ◆ First day contact with parents when a pupil fails to attend school without providing good reason.
- ◆ Prompt action on any problems notified.
- ◆ Close liaison with Early Help to assist parents and pupils when needed.
- ◆ Notification to parents/carers of their child's attendance through regular reports home.

## **Registration Procedure**

- ◆ Registration begins at the start of the morning and afternoon session (period 3).
- ◆ If pupils arrive after the register has been closed they will be deemed to be late.

## **Responding to Lateness**

- ◆ Pupils arriving after 8:45am will be classed as late.
- ◆ The school will respond to persistent lateness of individual pupils as necessary. Mentors, Tutors and Year Teams will intervene as necessary. Sanctions will be issued in lines with school policy. These will include phone calls home, letters home and detentions.

## **The school's response to absence**

- ◆ The school will identify and monitor pupils whose attendance gives cause for concern.
- ◆ Appropriate strategies will be employed in order to address the attendance of individual pupils.
- ◆ The schools will contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence.
- ◆ When a pupil is absent and contact cannot be made by telephone or text a home visit may be made or standard letter may be sent home.
- ◆ In situations where we are unable to make further progress, Attendance Panels will be used and the school will take steps to ensure every necessary action has been taken to support prosecution.
- ◆ Where the school's procedures have failed to make contact, or poor attendance persists the school may make a referral to Early Help, who will liaise with the relevant staff.