

Attendance and Punctuality Matter

Pupils with 100% attendance are 2.2 times more likely to achieve more than 5 GCSEs at grades 9 – 5 (or equivalent).

Some key facts...

Attendance during one school year	Equates to days absent	Weeks lost learning	number of hours missed
94%	10 Days	2 Weeks	50 Hrs
90%	19 Days	4 Weeks	100 Hrs
85%	29 Days	6 Weeks	150 Hrs
80%	38 Days	8 Weeks	200 Hrs

Late each morning	Minutes absent per week	Missed learning each week	Lessons missed each year	Weeks lost learning
12 minutes	60 minutes	1 lesson	39 lessons	1.5 weeks
24 minutes	120 minutes	2 lessons	78 lessons	3 weeks
30 minutes	150 minutes	2.5 lessons	97.5 lessons	4 weeks

Late each lesson	Minutes absent per week	Lessons missed each week	Lessons missed each year	Weeks lost learning
2 minutes	50 minutes	1 lesson	39 lessons	1.5 weeks
5 minutes	125 minutes	2 lessons	78 lessons	3 weeks
10 minutes	250 minutes	4 lessons	156 lessons	6 weeks
15 minutes	375 minutes	6 lessons	234 lessons	9 weeks

Celebrating Attendance at Thomas Adams School

Throughout the academic year we celebrate attendance with competitions and prize draws. We frequently contact home to congratulate and praise good attendance.

Pupils with good attendance have access to reward trips and other special events in school.

Life beyond school...

By monitoring and supporting your child with their attendance and punctuality, we are helping them to build resilience and life skills for the world of work.



Academic Excellence in a caring environment

www.thomasadams.net 01939 237000



Thomas Adams School and 6th Form

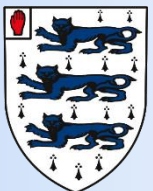
Their Future is in your hands

GETTING YOUR CHILD TO SCHOOL ON TIME

Aim for 100% attendance for a better future



www.thomasadams.net
01939 237000
attendance@thomasadams.net



Getting your child to school on time every day

There is a direct link between good school attendance and high levels of attainment.

Regardless of the reason, if your child is absent from school it will impact on their learning.

Parents/carers are legally responsible for ensuring their child attends school on time every day.

Medical appointments

Appointments should be booked outside of school hours, or as near to the start or end of school day as possible. This ensures that the amount of school time missed is kept to a minimum. School will not authorise any time off school if medical evidence is not provided. Please **send in hard copies of appointments, hospital letters** etc. to the Attendance Office or email: attendance@thomasadams.net

Too ill to attend school?

Children can attend school with minor ailments; toothache, headache, stomach ache, colds and sore throat. Over the counter medicines can be given before school. Medicines can also be brought into school if a parental agreement for medication is completed and signed. A copy of this can be found on the school website or obtained from the Attendance Office.

If you are unsure how long your child should be absent with an illness, speak to our Attendance Team, your doctor or ask your pharmacist for advice.

Unauthorised Leave in Term Time (Holidays)

Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods. There are **175 non-school days** in a year.

Requests for leave due to exceptional circumstances, which prevents the period of leave being taken during school holidays, must be made using the official Thomas Adams Request Form. This can be found on the school website or is available from the Attendance Office.

Fines of £120 per parent/carer will be issued where unauthorised leave is taken during term time.

Absence during term time

- Children **must not** be absent from school for:
 - Day Trips
 - Baby Sitting
 - Shopping
 - Parent/Carer or Sibling Illness
 - Birthdays

Reporting Absence

It is a parent/carer's responsibility to notify the school if their child is absent. This should be done **daily**, unless otherwise authorised with the Attendance Officer or Headteacher.

Absence should be reported on 01939 237000 or attendance@thomasadams.net, please state the full reason for absence.

Persistent absence

Any child with attendance below **92%**, regardless of the reason for absence, is considered to be a persistent absentee. This equates to **3 weeks of missed learning** every year.

Your Legal Responsibility

If your child does not attend school regularly, and their attendance falls below 94%, the Local Authority will take action against you. This can be through a fixed penalty notice (fine) or a summons to appear at Magistrates court.

What is a fixed Penalty Notice?

The 'Anti-Social Behaviour Act 2003' introduced legislation for local authorities to issue fixed penalty notice fines to parents/carers of children who have unauthorised absences from school.

Support

If you are concerned about your child's attendance, please speak to the Attendance Team, your child's Head of Year or their Form Tutor. We are here to support you and your child at all times.

If your child is persistently late to school or lessons, we will work with you to put a monitoring plan in place so that home can support school to improve punctuality.