

Attendance Matters

Information and Advice for Parents



St. Olave's Grammar School

Our Attendance Policy is available on our School Website

www.saintolaves.net/schoolpolicies

Why attend School every day?

- Good attendance at school is vital for students to achieve their full educational potential. Education is the most important gift we can give our children and a day lost is one day too many.
- Being at school is a very important part of any young person's life. It enables them to learn to make friends, gain important qualifications and develop a variety of skills which will prepare them for adult life. School and parents/carers are partners in making this a success.
- As parents/carers it is **your** responsibility to make sure that your child makes the most of this opportunity by ensuring they attend regularly.
- We are often required to comment on attendance in references and on application forms.
- Students who are consistently late are disrupting not only their own education, but also that of others.

Punctuality – Arriving at School on time

The school day starts at 8:40am. We suggest students arrive no later than 8:30am so they have time to make their way to their fast classroom and settle before lessons start. Students must sign in using the [app](#) as soon as they arrive. Students who do not have a lesson Period 1 do not need to arrive until their first lesson.

If a student is late, they should go straight to their lesson, having signed in using the app.

If a student is more than half an hour late, an email will be required from parents/carers to explain the absence. This should be sent to sixthformregistration@saintolaves.net

Your role as a Parent/Carer

You play a **very** important role in ensuring the good attendance of your child. All parents/carers want the best for their children and a good education helps to ensure that children have the best start in life. School equips them for succeeding both academically and socially so that they can achieve in their exams and learn how to make and manage relationships.

As a parent/carers it is **your responsibility** to ensure that your child attends school regularly and punctually. Statistics show that persistent absenteeism and poor attendance correlates strongly with lower than expected academic attainment.

The more school children miss the harder it is to catch up.

What can I do?

- Always encourage and stress the importance of full attendance.
- Do not allow your child time off for minor complaints or illness: if they are well enough to be up and about, they are generally well enough to attend school. This does not apply to COVID-19 symptoms where government guidance must be followed.
- Avoid booking any medical, dental or driving theory test appointments during school hours.
- Ensure your child is punctual to school (we will notify you of any emerging issues of persistent lateness)
- Inform the school promptly of any absence sixthformregistration@saintolaves.net
- DO NOT book holidays in term time – this is not an entitlement and may be detrimental to your child's education.
- If your child is unwilling to attend school, contact the School as soon as possible: do not let your child stay at home as this could set a precedent for the future.

What constitutes good attendance?

The Department for Education expects a minimum attendance rate of 95%. Poor attendance is defined as anything below 90%. Consider the following examples:

- Attendance of 90% might seem good, but it is equal to one day missed per fortnight! If this continues from Year 12 to Year 13 a total of two months' education will be lost.
- Attendance of 80% might seem acceptable but it is equal to one day missed per week! If this continues from Year 12 to Year 13 a total of one whole term's education will be lost.

If attendance falls below 90% contact will be made with parents/carers outlining the importance of good attendance and offering support. The Governors of St. Olave's may make **charges for examination fees** when a student's attendance has fallen below 90% average without good reason. As part of the University application procedure the reference can include comments on punctuality and attendance records. **Being frequently late for school adds up to lost learning:**

*5 minutes late every day = 3 days lost per year
15 minutes late every day = 10 days lost per year*

Holidays in Term Time

School holiday dates are published well in advance and parents are expected to plan and take family holidays at this time so as not to disrupt their children's education. In exceptional circumstances the Director of Sixth Form has the discretion to authorise leave in term time but parents should be aware that this is not a legal entitlement.

With only 190 statutory school days in the year, this means there are 175 days (weekends and School holidays) left for family visits, non-urgent medical/dental appointments, holidays etc.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013, state that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Reporting an absence from School

By law, schools must record absences and the reason for the absence.

Parents are expected to contact the school before 9:00am on every day of absence. This can be done either by telephone on 01689 820101 or email sixthformregistration@saintolaves.net **If unanswered then please leave a message.**

Unexplained absences will be recorded as unauthorised if no parental phone call is received.

We are aware that an occasional journey into school will be disrupted and this is taken into account by allowing four late arrivals per term. However, where persistent lateness gives cause for concern, sanctions will be applied. The following sanctions will be applied for persistent lateness in any given term:

- **4 late arrivals** to registration AM or PM results in a **Late Detention** on Friday Afternoon for 45 minutes.
- An additional **4 late arrivals** to registration AM or PM taking the total to **8 lates** results in another **Late Detention** on Friday Afternoon and we may consider the withdrawal of privileges such as home study.
- A further 4 late arrivals to registration AM or PM taking the total to **12 lates** results in a **Saturday Detention** from 8:30am to 10:30am and may include additional sanctions.

Please note that three Saturday detentions incurred will automatically result in an internal exclusion.

When students arrive late they should sign in using the app and go immediately to their lesson or study period.

If a student requires time away from school an email should be sent to sixthformregistration@saintolaves.net by the parent/guardian to make the request. This should be done as far in advance as possible and certainly at least 24 hours in advance. The purpose of prior notification is to give the school the decision whether the absence can be authorised and to notify subject teachers, so work can be given to the student in advance and so that upon return to school the student is able to integrate smoothly back in to the lesson material/syllabus.

At St. Olave's Grammar School we take school attendance very seriously and are committed to engaging every child with the school environment and education. We consider ourselves a very supportive school, and will try and make considerations for students who need extra support. We strive to ensure that each student attends school and has every opportunity to fulfil their aspirations.

As always, if your child is experiencing any difficulties at school, however big or small, please do contact us. Your child can talk to:

- Their Form Tutor
- Their Assistant Head of Year
- Their Head of Year
- Their Director of Sixth Form, Mr Birtchnell
- The School Counsellor, and/or Rev. Bowen

Every pupil is important and our support is always individualised to their needs.