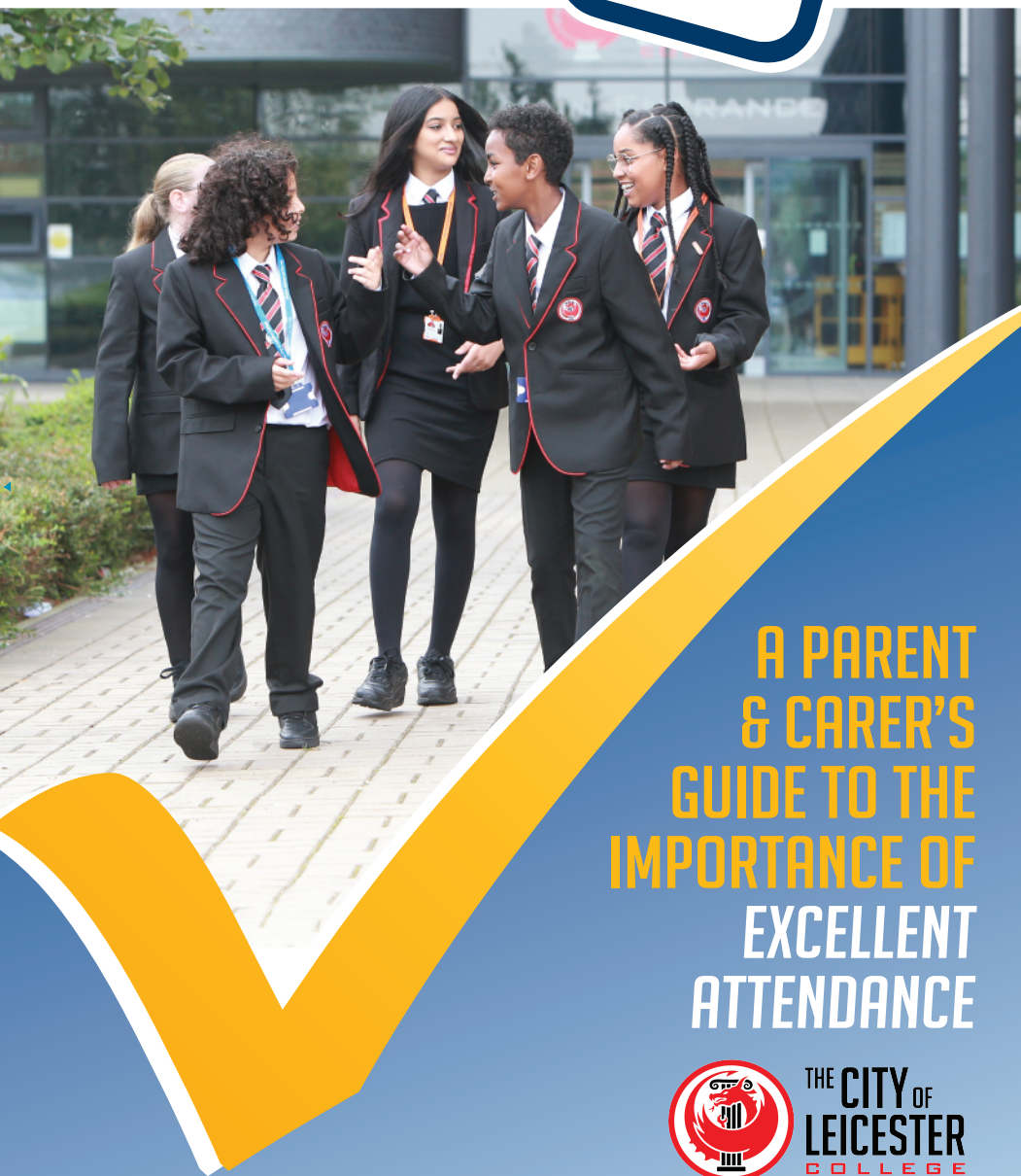


ATTENDANCE *MATTERS*

Every School Day Counts



A PARENT
& CARER'S
GUIDE TO THE
IMPORTANCE OF
EXCELLENT
ATTENDANCE



THE CITY OF
LEICESTER
COLLEGE

Why does Attendance matter?

Attending school everyday is the key to excellent character: it enables your child to be successful in their learning, supports their wellbeing and establishes important routines for later life and the working world.

It is proven that students with the highest rates of attendance are also likely to have the highest rates of academic progress. This is why it is important for your child to attend school every day, aiming for at least 97% academic attendance across the school year.

*There are **190** days in a school year leaving **175** days to spend on family time, holidays, appointments and other commitments.*

But it's not just about grades!

Good attendance also matters, because it enables children to:

- **Develop their character**
- **Feel included and be part of a community**
- **Increase confidence and self-esteem**
- **Improve their social skills**
- **Gain important skills for university/ the workplace**
- **Increase their opportunities**
- **Make lots of friends**

FACT - Did you know your child's attendance is the BIGGEST factor in their academic success?

What can you do to Support your child?

As your child's parent/carer, you play a vital role in ensuring they have good attendance.

Below are some practical ways you can do this:



- Talk about the importance of showing up to school every day, make that the expectation.
- Help your child maintain daily routines, such as finishing homework and getting a good night's sleep.
- Avoid scheduling dental and medical appointments during the school day.
- Don't let your child stay home unless truly sick. Complaints of headaches or stomach aches may be signs of anxiety. If this is happening, get in touch as we want to support your child with any concerns.
- Help your child stay engaged. If there are any specific issues why your child is not engaging, work with the school.
- Stay on top of academic progress and seek help from teachers or form tutors if necessary. Make sure teachers know how to contact you.

FACT - Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour.

What does the law say?

By law, schools must record absences and the reasons given.

Reporting absence:

If your child is absent it is the parent's/carers's responsibility to notify the school that their child is absent, and give the reason why. If your child has a good reason to be absent then you need to contact the school and let us know by 08:30.

Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, stomach ache, a cold, sore throat). School will contact you if they become too ill to remain in school.

Medical appointments

Where it is unavoidable to make these appointments out of school hours, parents/carers need to provide proof beforehand and send this to main reception before we allow the student to leave.

Absence during term time:

A student's attendance cannot be authorised for: day trips, shopping, birthdays, oversleeping due to a late night, baby-sitting.

Unauthorised leave in term time (holidays, trips):

Children are not entitled to holidays during term time.

Requests for leave due to exceptional circumstances should be made in writing to the head teacher and at least 4 weeks in advance of the leave. Forms can be requested from main reception.

Parents/ carers should inform the college of their intention to take unauthorised leave, via the main office.

If a child's attendance falls below 90% they will be deemed to have persistent absence and there may be involvement from the EWO (Education Welfare Officer). If attendance continues to fall this could lead to sanctions such as fines and court action.

Punctuality - The importance of being ON TIME



Punctuality is an essential life skill and a successful habit that will serve students well throughout their life.

School Expectations:

All students are expected to be outside their form rooms at 08:30 ready to be registered, and on time to their lessons for the rest of the day.

Consequences for lateness:

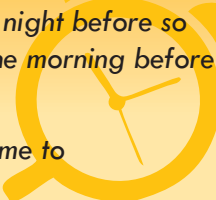
If your child is late to AM registration, they will have a break time detention. If they are late to a lesson during the day, they will get a correction and a 20 minute detention after school. The purpose of this is to reinforce the importance of being on-time to students.

Why is punctuality so important?

Being ON TIME means:

- Your child doesn't miss out on learning;
- a sign of good character; of being a reliable and organised person;
- your child doesn't miss out on the set-up of the lesson, which is crucial.

TOP TIPS FOR BEING PUNCTUAL:

- *Get your child to pack their school bag the night before so they are organised and have less to do in the morning before they leave the house.*
 - *Set alarms to help them wake up in good time to prepare for the day ahead.*
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FACT - just being 10 minutes late every day adds up to 33 hours of lost learning each year!

How will the school support your child?

Should you need support, we have a team in school who will work with you to support the attendance and punctuality of your child.



If you would like support with improving your child's attendance or punctuality to school, there are a number of people you can contact, including: your child's **Form Tutor**, their **Head Of Year**, or our **Attendance Officer** Reshma Thakrar.

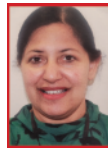
The best way for you to get in touch with us is by either emailing your child's Form Tutor or Head Of Year directly, or by contacting the school reception on **0116 2413 984** and ask to speak to a member of the attendance team.

Alternatively email us at: **office@tcolc.aspirelp.uk**



Reshma Thakrar

(Attendance & Welfare Officer)



Kam Kaur

(Attendance Administrator)

