



Attendance Matters

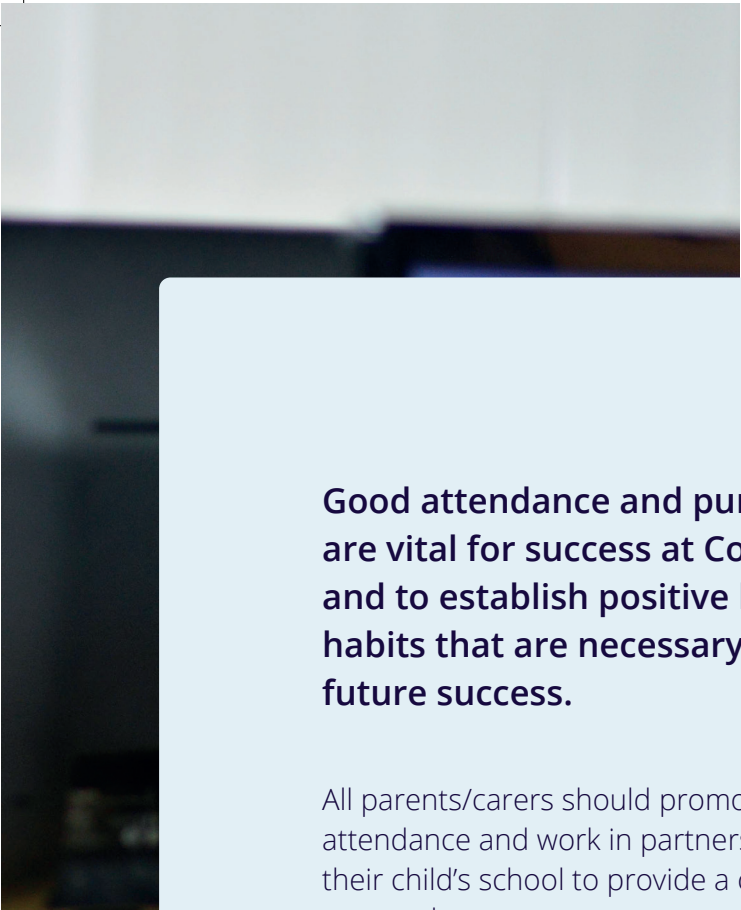
A place where everyone plays a part in strengthening our learning community through **motivation, commitment, and care**



Minsthorpe
Community College



Why does Attendance Matter?



Good attendance and punctuality are vital for success at College and to establish positive life habits that are necessary for future success.

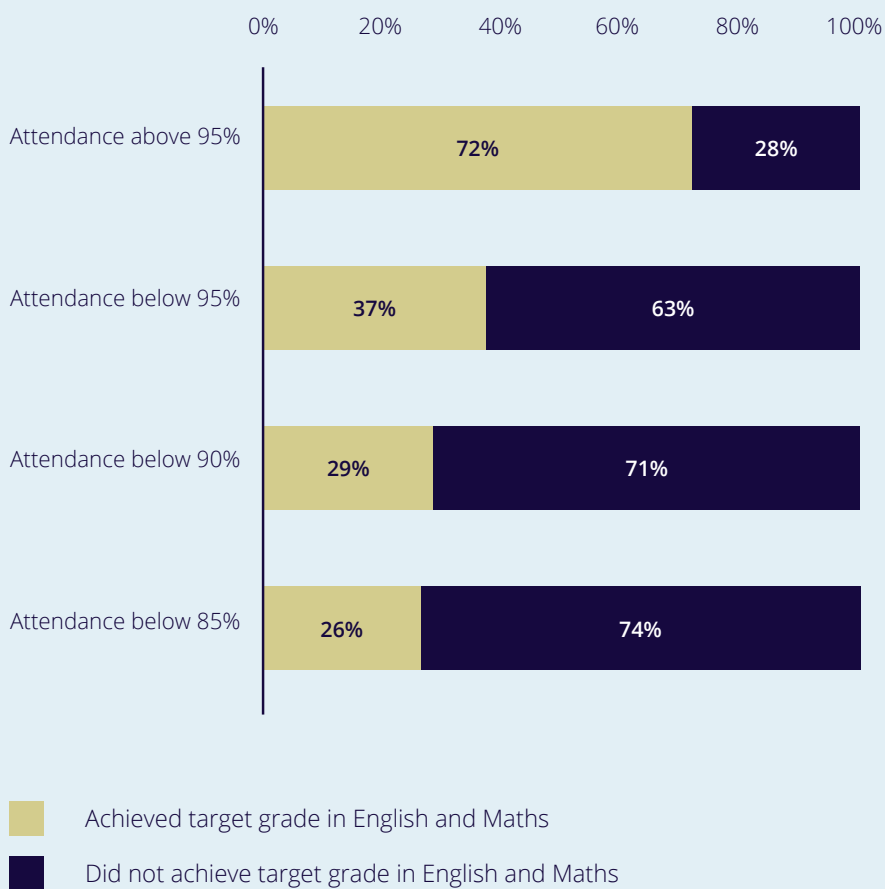
All parents/carers should promote good attendance and work in partnership with their child's school to provide a cohesive approach.

We, as a college make it clear to students the direct link between attendance and achievement. We have told them that we want **'every student in every lesson every day. No excuses.'**



Percentage of Students achieving target grade in English and Maths at Minsthorpe in 2022

The graph below shows actual data from the class of 2022. Good attendance leads to better GCSE results!



Poor attendance results in lost learning

The figures below shows the amount of learning lost if attendance falls to 95% or lower. There are 39 weeks in a school year.

95% attendance = 10 days missed = 30 lessons = 50 hours

90% attendance = 19 days missed = 57 lessons = 95 hours

85% attendance = 29 days missed = 87 lessons = 145 hours

80% attendance = 38 days missed = 114 lessons = 190 hours

Poor attendance results in missed learning and enrichment opportunities.



What is **AUTHORISED** absence?

When a student is absent from College, this will be classified as either 'authorised' or 'unauthorised'.

The Principals decide which absences are granted as authorised. Authorised absences are only permitted for valid reasons such as illness, medical or dental appointments, religious observances, and family bereavement. Wherever possible, you should always try to arrange medical and dental appointments during school holidays or after school hours.

What is **UNAUTHORISED** absence?

Unauthorised absences are those which the College does not consider essential or reasonable.

Unauthorised absences can include:

- ◆ Absences which have not been explained
- ◆ Day trips or family outings
- ◆ Problems with uniform/clothing
- ◆ Arriving at College after the register has closed
- ◆ Keeping students off school unnecessarily or without explanation
- ◆ Birthdays and holidays



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Lateness

Punctuality is also vitally important to the achievement of our students. You have a responsibility to ensure that your child arrives to school on time. Late arrivals can be disruptive to the class as learning commences promptly after registration.

8:25am – Students move to P&A Time

8:30am – Gate Closes (Students Late)

8:35am – Register taken

8:40am – Register closed (unauthorised absence)

Lateness is sanctioned with an after-college detention of 45 minutes.



Holidays during term time

Taking holidays during term times means that students miss important school time, both educationally and for other school activities. Students will need to catch up on work when they return to school. **Any** holidays taken during term time will be **unauthorised**.

Leave of Absence

Only exceptional circumstances warrant a leave of absence. A Leave of Absence Form must be completed by the parent/carer for any absence other than illness. The Principals will consider each application individually.





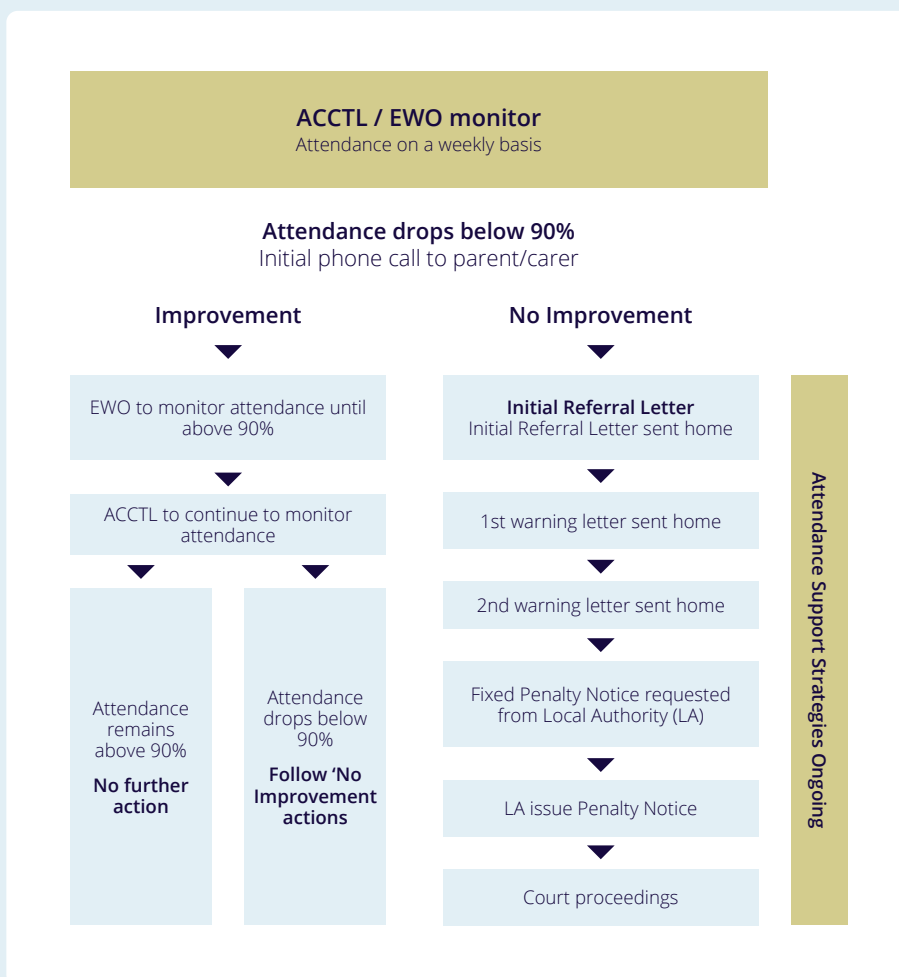
Attendance – Dos and Don'ts

- ◆ Do encourage good attendance by making sure your child goes to school regularly.
- ◆ Do take an interest in your child's schoolwork.
- ◆ Do make sure your child understands that you do not approve of absence from school.
- ◆ Do inform us on the first day of your child's absence, and keep us updated throughout the absence period
- ◆ Do contact us if your child does not want to come to college for any reason. We have staff to support you and them.
- ◆ Do not give your child excuses for poor attendance.
- ◆ Do not book holidays in term-time. Term-time holidays will be unauthorised.
- ◆ Do not book routine medical appointments during the College Day.
- ◆ Do not take a 'long weekend'.
- ◆ Do not allow your child to stay at home with a minor ailment.

What happens if attendance drops below 90%?

A penalty notice of £60 may be issued as an alternative to prosecution, but this will rise to £120 if it is not paid within 21 days. Failure to pay a penalty notice will usually lead to prosecution.

The flow chart shows the process we will follow:





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Contact Details

T. 01977 657600 E. enquiries@minsthorpe.cc minsthorpe.cc

Assistant Principal (Behaviour & Attendance): **Mr Yates**

Education Welfare Officer: **Mrs Newton**

Attendance Admin Assistant : **Mrs Ryder**

Good Attendance Policy

www.minsthorpe.cc/page/?title=Statutory+Policies+and+Publications&pid=12