

# Pupil Attendance and Punctuality Policy



## **The attendance target for every student at Broughton Hall is 100%**

Here at Broughton Hall we expect all students to have 100% Attendance. Good attendance will help give you the best possible start in life.

Good attendance is also important in building relationships and friendships in school.

By Law children of compulsory school age must receive suitable full time education. Your parents are legally responsible for making sure that you attend school on a regular basis. Missing school causes severe disruption to your education, and can affect your performance in exams and chances later on in life.

If, for any reason you are absent due to illness, your parent / guardian **MUST** telephone the school to explain your absence and estimation of when you will return. You will need to bring a note from your parent / guardian with you when you return to school and give this to your Progress Tutor. If you do not return on the estimated date of return then this will be passed to your Year Team and they will call you to discuss your absence further. In cases of very low or poor attendance the school will require a medical note from your GP.

All medical and dental appointments should be avoided and appointments should be made out of school hours.

Punctuality is also extremely important we expect our students to arrive to school on time every day as being late to lessons **WILL** cause disruption to your learning and the learning of others in your class. Every student **MUST** be in their form class for 8.40am registration every day.

Holidays in term time are **NOT** permitted. If you are taken out of school for a holiday, your parents could be fined.

Below is some information about how attendance is categorised:-

- At 90% you would be missing a day of school every 2 weeks and a whole year during their school career.
- At 90% you become known as a persistent absentee. This may result in the school involving the Welfare and Attendance Officer (Mrs Alison Greenhouse) for support.
- Below 90% this is a serious concern. It is likely to result in you being referred to the Local Authority for prosecution against your parents.

## What can you do to help achieve excellent attendance?

- Develop a routine
- Look at your planner regularly to see what you have on in school each day.
- Don't stay off school when feeling unwell unless there are physical signs of illness.
- Participate in the school rewards and trips for good attendance.
- To help you to be successful at school ensure homework is done
- Be the best that you can be.

## Acceptable reasons for Absence:

- Illness (with obvious physical reasons, otherwise you must attend school)
- Emergency Dental/Medical appointment (routine appointments MUST be avoided during school day).
- Family bereavement (Family member must inform the school on the day of bereavement)

## Persistent Absence:

PA (Persistent Absence) means that you fall into this category if you have missed 10% or more of school time. This is a serious issue and will be referred immediately to our School Attendance and Welfare Officer (depending on reasons behind absences). This could result in Prosecution and /or a Fixed Penalty Notice being issued. Fines resulting from Prosecution can be up to £2,500 and possibly even imprisonment.

## Broughton Hall's school day consists of:

- Morning Registration – 8.45am (all students MUST ensure that they are in school for 8.40am to ensure that you have enough time to get to your form room on time).

### KS3

- Period 1 – 9.05
- Period 2 – 10.05
- Break – 11.00
- Period 3 – 11.20
- Lunch **KS3** – 12.20
- Period 4 – 1.15
- Period 5 – 2.10
- End of Day – 3.10

### KS4

- Period 1 – 9.05
- Period 2 – 10.05
- Break – 11.00
- Period 3 – 11.20
- Period 4 – 12.20
- Lunch **KS4** – 1.15
- Period 5 – 2.10
- End of Day – 3.10

We can help support you in achieving your target of 100%. If you are having trouble getting into school, speak to your Student Support Manager or Alison Greenhouse (Welfare and Attendance Officer). She will work with students and their families to ensure that each student attends regularly and punctually. We will reward good and/or improved attendance as we feel that it is important to reward our students for good attendance.

