

EVERY DAY COUNTS!



DON'T FORGET to inform the school if you change your mobile number, home number or address.



KEY STAGE 3 AND 4

BEING LATE ALSO MAKES A DIFFERENCE.....

Depending on how **LATE** your child is every day, they would **LOSE** the following days over a school year of education...

5 minutes LATE	3 days
10 minutes LATE	6.5 days
15 minutes LATE	10 days
20 minutes LATE	13 days
30 minutes LATE	19 days



WHO CAN YOU SPEAK TO IF THERE ARE PROBLEMS WHICH AFFECT YOUR CHILD'S ATTENDANCE?

- ✚ Attendance Officer
- ✚ Mentor / Class Teacher
- ✚ Headteacher
- ✚ Deputy Headteacher

ATTENDANCE MATTERS



If you require any further help or advice, or if you have any questions, then please contact the school office on:

01252 371819

A guide for parents/carers and student

SCHOOL STARTS AT 09:00AM

Please contact the school by
08:30am on 01252 371819 if
your child is unable to attend.

- ✚ We want your child to learn and achieve. We will work with you to support good attendance and punctuality.
- ✚ The register is taken at 09:00am. If your child arrives after 09:00am, they will be marked as late.
- ✚ If your child is absent and you have not notified the school, we will contact you by TEXT message or a call from the school office.
- ✚ We need to ensure your child is safe. If an absence continues and we have not heard from you, we will mark the absence as unauthorised and write to you asking for a response. Letters will be sent after 3 days, 5 days, 7 days. After 9 days unexplained absence we will start the process which may result in legal action.
- ✚ Attendance and punctuality are matters which are taken seriously. Persistent absence and lateness will be referred to the **EDUCATION WELFARE SERVICE** and

can result in a **PENALTY NOTICE** or **PROSECUTION.**

EXAMPLES OF AN AUTHORISED ABSENCE



- ✚ Genuine illness – Long term absence will require medical evidence.
- ✚ Unavoidable medical appointments.
- ✚ Religious observance.
- ✚ Death of a close relative.

EXAMPLES OF AN UNAUTHORISED ABSENCE



- ✚ Refusal to come to school
- ✚ Tired/overslept
- ✚ Illness of a parent or carer
- ✚ Holiday
- ✚ Birthdays

YOUR CHILD SHOULD BE ATTENDING SCHOOL REGULARLY BECAUSE....

- ✚ It is the law
- ✚ They are more likely to achieve
- ✚ They will be more likely to get a job and earn money

REGULAR SCHOOL ATTENDANCE WILL GIVE YOUR CHILD THE OPPORTUNITY TO:

- ✚ Make friends and feel included
- ✚ Learn and develop new skills

- ✚ Increase their confidence and self-esteem
- ✚ Improve their social skills
- ✚ Achieve their potential

WHAT WE EXPECT PARENTS/CARERS TO DO:

- ✚ Contact the school promptly to report an absence
- ✚ Make medical and dental appointments outside of school hours
- ✚ Arrange for your child to arrive at school on time

WHAT YOU CAN EXPECT FROM THE LINDEN EDUCATION CENTRE:

- ✚ We recognise good and improving attendance
- ✚ We will follow up all attendance concerns
- ✚ We will challenge you to ensure your child attends every day
- ✚ Weekly Reward for over 80% attendance

HOLIDAYS

The Headteacher will not authorise any leave of absence during term time unless it is for exceptional circumstances only.

Family holidays during term-time are **NOT ACCEPTABLE.**

**HIGH ATTENDERS ARE GOOD
ATTAINERS
ATTEND AND SUCCEED!**



