

# Every Lesson Counts



## A guide to attendance at school

This is a successful school and your child plays their part in making it so. For our children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

The Radcliffe School are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting and rewarding good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- Promote and support punctuality in attending lessons.

We expect every pupil to attend every session unless there is a legitimate reason for absence. It is very important therefore that parents perform their legal duty by ensuring that their child attends regularly.

### Why regular attendance is important?

Good attendance at The Radcliffe School is defined as being above **98%**. **Every day counts** towards that percentage and whilst we acknowledge that students can be ill and unable to come into school, any day lost to absence can impact on student confidence as they feel they have fallen behind or have missed work and can struggle to re-engage with learning and even with their friends.

Good attendance to school has always led to better academic outcomes and life-chances for students. Good attendance also impacts positively on mental health and well-being. The importance of structure, routine and social contact cannot be underestimated and attending school everyday is key to developing positive relationships, improving confidence, resilience and well-being, especially for young people.

We support a culture of good attendance and support parents and students in identifying and overcoming any barriers to good attendance. Every day counts and to illustrate this there are some figures below which illustrate the difference “Only a day” makes.

- 1 day of absence in a year = 99.48%
- 1 day of absence each term = 98.4%
- 1 day of absence each half term = 96.8%
- 1 day of absence each month = 94.3%
- 1 day of absence each week = 80%

As you can see one day can have a huge impact on a student’s attendance. If a student is late to school after the register closes, this will also count as an absence and will impact on the overall student attendance.

## Safeguarding and attendance

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution or a Fixed Penalty Notice.

Our school will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#) (2022 version, or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare.

### Promoting regular attendance - What can you do to help?

We are working to promote a culture in which the highest levels of attendance and punctuality are the norm. Helping to create a pattern of good, regular attendance is everybody's responsibility - parents, students and all members of school staff.

#### Parents are expected to:

- understand that their child's regular attendance at school is their legal responsibility.
- understand the importance of excellent attendance and punctuality and promote this with their child, aiming for 100% attendance.
- contact their child's Form Tutor at the earliest opportunity if they have concerns about their child's learning, attendance or punctuality.
- understand that The Radcliffe School authorises absence, and not parents.
- report specific reasons for absence by **8:30am** on every day of absence via the attendance email address, [attendance@radcliffeschool.org.uk](mailto:attendance@radcliffeschool.org.uk) or by telephone **01908 682 222**
- provide medical evidence for absence if asked to.
- ensure that their child arrives at school between **8:10am** and **8:20am** each morning, ready for an **8:25am** start to the school day.
- report specific reasons for lateness by **8:40am** on the day using the attendance email address or telephone number.
- make appointments for their child outside of school time, unless unavoidable, and where appointments are made, minimise absence around such appointments.
- provide evidence for any appointment made during school time.
- collect their child from school for any appointment made during school time or arrange for an appropriate adult to do so and communicate this to us.
- not book holidays and days out during term time.
- only request leave of absence from school in exceptional circumstances and do so at least two weeks in advance of any such absence.
- provide evidence as asked for by the school to support any request for leave of absence.
- provide the school with up-to-date contact details for parents and other emergency contacts so that contact can be made if there are any safeguarding concerns related to absenteeism.

#### What if your child is late?

They miss registration which may cause an absent mark. They miss the beginnings of lessons which contain the introduction to the work from the teacher and will be 'catching up' for the rest of the lesson. They may be reluctant, or refuse to enter the classroom and may feel self-conscious and humiliated. They miss important information about events. They disrupt the lesson going on. If your child arrives after Tutor time they must sign in at the School Reception.

## How we reward good attendance and punctuality

Students who demonstrate good attendance and punctuality will be rewarded for adhering to our vision, culture and expectations outlined in our Personal Responsibility Agreement which is based on our CLEAR values. Students with good attendance and punctuality will not only be more successful learners who will gain better academic outcomes but they will also be able to communicate their exemplary attendance and punctuality records to their future destinations and into the world of employment. Our aim is to create a school culture where good attendance and punctuality is supported by praise and recognition. Our reward system recognises students who demonstrate the CLEAR values as well as progress in subject areas.

As a result, students are allocated achievement points which creates:

- Star of the term awards,
- Pride of House awards,
- Curriculum awards,
- Awards evening nominations,
- Reward trips,
- End of year reward afternoon nominations

Examples of other rewards include:

- Verbal and nonverbal praise given by all staff.
- Positive emails home recognising good attendance and punctuality.
- Positive phone calls home recognising positive behaviours.
- Congratulatory letters to the parents of students who have maintained 100% attendance.
- Inter-form and Inter-house competitions winners celebrated half-termly.
- Special responsibilities/privileges.

### The people responsible for attendance matters in this school are;

Form Tutors

Heads of House;	<a href="mailto:cowper.house@radcliffeschool.org.uk">cowper.house@radcliffeschool.org.uk</a>	01908 682 243
	<a href="mailto:hayes.house@radcliffeschool.org.uk">hayes.house@radcliffeschool.org.uk</a>	01908 682 244
	<a href="mailto:lee.house@radcliffeschool.org.uk">lee.house@radcliffeschool.org.uk</a>	01908 682 242
	<a href="mailto:mccconnell.house@radcliffeschool.org.uk">mccconnell.house@radcliffeschool.org.uk</a>	01908 682 275

Sixth Form;	<a href="mailto:S.Chapman@radcliffeschool.org.uk">S.Chapman@radcliffeschool.org.uk</a>	01908 682 211
	<a href="mailto:T.Hudson@radcliffeschool.org.uk">T.Hudson@radcliffeschool.org.uk</a>	01908 682 210

Mrs R Harris, Attendance Manager;	<a href="mailto:R.Harris@radcliffeschool.org.uk">R.Harris@radcliffeschool.org.uk</a>	01908 682 278
Mr G Stilton, Assistant Headteacher;	<a href="mailto:G.Stilton@radcliffeschool.org.uk">G.Stilton@radcliffeschool.org.uk</a>	01908 682 285
Mrs P Lawson, Headteacher		

## Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and students as the best way to ensure as high a level of attendance as possible.