



WHY ATTENDANCE MATTERS AT BUDEHAVEN

A guide to excellent attendance and punctuality

UNDERSTANDING ABSENCE PERCENTAGES



95%

95% Attendance

Equates to **half a day** off school every 2 weeks

90%

90% Attendance

Equates to **one whole day** off school every 2 weeks.

80%

80% Attendance

Equates to **one whole day** off every week.

A secondary school age child whose attendance is 90% will have missed a term of education by the time they leave school.

A secondary school age child whose attendance is 80% will have missed **ONE WHOLE YEAR** of education by the time they leave school

What to do if your child is going to be absent

If your child is unable to attend school we ask that you contact us before 8.30am to inform us of the reason why. It is important that you contact us every day of the absence so that we know your child will not be attending and you do not receive a text message asking for their whereabouts. Messages are sent for safeguarding reasons.

This ensures that you know your child has not registered at school.

If you receive a message please respond so that we know your child is safe. Please message using ClassChart App or School Gateway.

If you are unable to access these please call .01288 353271

Punctuality

All students are expected to be at school by 8:50am, ready for the start of the school day. Students who arrive after 8:50am are late to registration and will be recorded with an L in the register. Any student arriving after 9:30am will be recorded as a U mark in the register which counts as an unauthorised absence for that session. Arriving late to school means your child will miss out on social time, important notices, may feel embarrassed, will not be ready to start the day and will struggle to focus on learning. You can help by ensuring your child gets up sufficiently early in the morning. Help them organise themselves the night before by making sure their school bag is packed and ready to go.

Form time also allows us to spend valuable time with your child and forms an important part of the support that we can offer.

Illness

All children will be absent from school because of illness at some point.

If your child is feeling under the weather but not sick enough to see a doctor, he or she should be encouraged to come to school.

Students who become unwell during the school day may be sent home in consultation with yourself.

Where students are frequently absent from minor illness, this may be a cause for concern because it impacts on learning and progress.

We will look into this and discuss with you ways we can all support your child.

NOTE: You must contact us everyday of your child's absence.

Leave of absence

Budehaven cannot authorise holidays in term time unless there are exceptional circumstances. All family holidays, even those for special occasions, should be booked outside of school term.

If you feel your circumstances are exceptional, you must complete a request form outlining this information and submit it before any travel plans are made.

If leave is taken without permission, the school will make a referral to the local authority for a penalty notice to be issued.

This may result in a fine of £60 per parent per child.

Medical and Dental

We ask that routine and medical appointments are arranged outside of the school day. We acknowledge with some hospital appointments this will not be possible. Where this is not possible students should attend before and after the appointment not absent for the whole morning or afternoon. Evidence of the appointment should be given to the school to ensure we know where students are. If your child is frequently ill, we will require a medical certificate.

Continued Absence

The Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, the parent or carer is guilty of an offence. If your child is absent from school regularly, we will offer help and support to improve this. We work closely with Cornwall Council and will request that they issue a penalty notice or take legal proceedings in the Magistrates' Court if attendance does not improve.

ATTENDANCE PERCENTAGES AND WHAT THEY MEAN FOR YOU AND YOUR CHILD

100% -
96%

Form Tutors will congratulate students for having attendance within this band. Students will receive achievement points and may receive additional rewards at the end of the term.

Your child's attendance is excellent.

Students in this band are highly likely to achieve the best progress for their ability and will have excellent attendance on their reference. This will look highly favourable when applying for college and future jobs and will help them gain access to greater opportunities.

96% -
94%

Form Tutors will discuss absence with your child ensuring that they are welcomed back.

Heads of year will set an attendance target and award points to students for achieving their set goals.

The attendance team will fully support you and your child with any concerns that you may have. This may include inviting you to a meeting and agreeing an action plan to support improvement.

Your child's attendance is below Budehaven's expected percentage.

Your child may have been ill.

This is understandable but not without cost. It is important to catch up on work and maintain good attendance over the coming weeks. Attendance can be improved by being on time every day and ensuring all appointments are made outside of school hours. A student in this band will continue to make progress but will need to work hard to maintain this.

ATTENDANCE PERCENTAGES AND WHAT THEY MEAN FOR YOU AND YOUR CHILD, CONTINUED...

94% -
90%



Form Tutors will signpost mental health links on the school website.

Attendance Team and Head of Years will work with you to ensure that you understand the link between attendance, progress and attainment.

The school will fully support you and your child with any concerns you may have. This may include inviting you to a meeting and agreeing an action plan to support improvement.

You will be advised that further action may be taken should this not improve. The school will coordinate home visits to ensure we can discuss attendance concerns with you.

You may find the link opposite to our mental health and wellbeing site useful:

Your child's attendance is a cause for concern and is significantly below Budehaven's expected percentage. Lost learning will make progress difficult and there is a risk of under achievement. Your child must speak to their teachers to catch up with work and you may be asked to meet with the Attendance Team to discuss everything that is affecting your child's attendance.

90% -
BELOW

Attendance Team and Head of Years will continue to discuss the impact that absence is having on academic progress. They will initiate a programme of support to improve attendance.

The school will fully support you and your child with any concerns you may have.

The school will ensure Attendance Concern Letter 2 is sent where they will advise you about the serious concerns around your child's attendance and agree an action plan to support improvement.

You will be advised that legal action will be taken should this not improve. The school will coordinate home visits to ensure we can discuss attendance concerns with you.

The school will work with other agencies to support you and your child as appropriate.

Your child's attendance is a serious cause for concern and there is a severe risk of under achievement. Your child is classed as a persistent absentee. If their attendance is 90% or below this means they have already missed 10% of their learning and are unlikely to reach their full potential and gain fewer qualifications.

This will have a significant impact on their future choices for learning and employment.

ATTENDANCE PERCENTAGES AND WHAT THEY MEAN FOR YOU AND YOUR CHILD, CONTINUED...

80% AND BELOW

Attendance Team, Head of Years and Education Welfare Service will continue to discuss the impact that absence is having on academic progress. Will initiate a programme of support to improve their attendance.

The school will fully support you and your child with any concerns you may have. The school will ensure Attendance Concern Letter 2 is sent where they will advise you about the serious concerns around your child's attendance and agree an action plan to support improvement.

You will be advised that legal action will be taken should this not improve. Will coordinate home visits to ensure we can discuss attendance concerns with you. Will work with other agencies to support you and your child as appropriate.

Failure to address your child's continuing absence could lead to a fixed penalty notice or prosecution.

80% Absence equates to 152 hours of KS4 lost learning, including 75 hours of maths, english and science.

Your child's education will be severely impaired, with the chances of catching up challenging.

IF YOU NEED HELP, WE ARE ALWAYS HERE TO DO JUST THAT, AT ANY TIME, PLEASE DO NOT BE AFRAID TO ASK FOR ASSISTANCE

SUPPORT

Support is always available from the Attendance Team. If you wish to discuss anything that is affecting your child's attendance, please do not hesitate to contact us, we are here to help, support and work with you.

Email: Attendance@budehaven.cornwall.sch.uk

Nick Crooks - nick.crooks@budehaven.cornwall.sch.uk

Rachel Barnett - Rachel.barnett@budehaven.cornwall.sch.uk

Message using the **ClassCharts** or **School Gateway** Apps:

www.classcharts.com/parent/login

<https://login.schoolgateway.com/0/auth/login>

or Telephone 01288 353271- Ask to speak to the **Attendance Office**

If we have a concern, the Attendance Team will make telephone calls, conduct home visits, send text messages and letters alerting you to this and will work with you to resolve any issues.

www.budehaven.cornwall.sch.uk/attendance

