

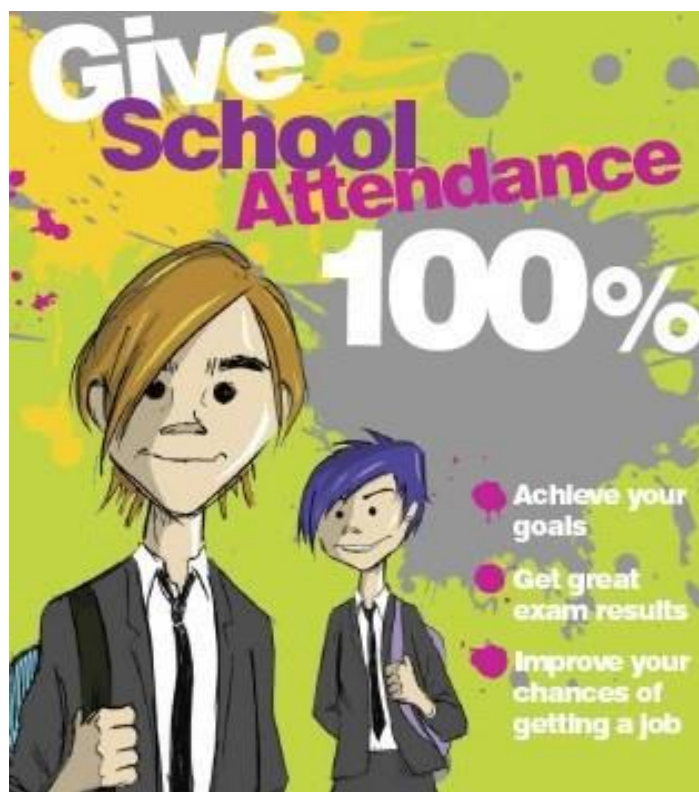


THE CITY OF
LEICESTER
COLLEGE

A Parent and Students Guide to the Importance of Excellent Attendance

ATTENDANCE MATTERS

every school day counts.



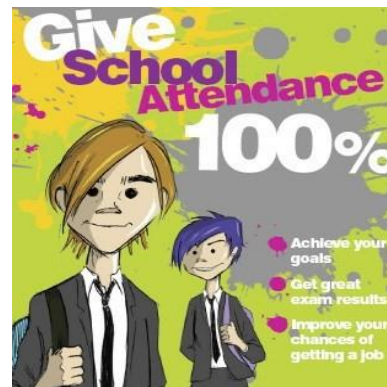
ATTENDANCE MATTERS

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Attending school on a regular basis is the key to your child doing well at school and will set him/her up with good routines for later life and the working world.

It also gives your child the opportunity to:

- Make lots of friends and feel included
- Learn new things and develop many skills
- Increase confidence and self-esteem
- Improve social skills
- Achieve his / her full potential and fulfil aspirations



Days off school add up to lost learning

175 NON SCHOOL DAYS A YEAR

175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments



Key Point:

Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour.

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Your Childs' Attendance is the Biggest Factor in their Academic Success

Statistically the relationship between poor attendance and results could have a significant impact on your Childs' future academic success.

STUDENTS % ATTENDANCE	% OF STUDENTS ACHIEVING 5+ GCSE (at Level 5 or above)
93.5% AND ABOVE	77.1%
92.5% – 93.4%	60.4%
91.5% - 92.4%	54.5%
90.0% - 91.4%	45.4%
88.0% - 89.9%	35.3%
LESS THAN 88%	26%

When your child is absent:

By law, schools must record absences and the reasons given. Only the Headteacher can officially authorise an absence, but unless there is a concern, the staff will usually do this on the Headteacher's behalf. Parents/carers should provide reasons for absences and the school must decide whether or not they justify authorisation according to government guidelines.

Authorised Absences

Genuine illness of the student
 Hospital/dentist appointment for the student
 Death of a near relative
 Religious observations

Unauthorised Absences

A shopping trip
 Looking after other children
 Oversleeping due to a late night
 Holidays

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Term Time Leave

Since the 1st September 2013, the reference in law to Head teachers being able (at their discretion) to agree up to 10 days of leave of absence has been removed. Instead, the legal reference will be amended. This will mean that schools should not authorise leave of absence unless:

- An application has been made in advance by the parent/carer with whom the student normally resides AND
- The Head considers that there are **exceptional circumstances** relating to the application.

There is no automatic entitlement to time off in school time to go on holiday. All absences of this nature will be unauthorised. Parents should inform the College of their intention to take unauthorised leave, via the main office. Parents should be aware that the College will refer parents to the local authority EWO and suggest the award of a Fixed Penalty Notice. Where there is unauthorised absence, Penalty Notices will be issued.

You should never take your child out of school:

- Close to or during exams or tests (including mock exams)
- During Years 9,10 and 11 when your child has controlled assessments
- During the first year at a new school
- At the beginning of a new school term
- If your child is already having difficulties at school

What parents/carers can do:

You should request any term time leave for your child as early as possible, but at least four weeks before the leave. Please do not expect the school to grant your request unless there are special circumstances.

It is important to carefully consider the implications of taking your child out of school during term time. There are 190 statutory school days a year; so there are 175 other days (weekends and school holidays) available for holidays which would not have a negative effect on your child's education. By taking your child out of school you may be giving them an unspoken message that school doesn't matter. Some children may find it difficult to re-new friendships with other pupils when they return to school. If the school grants term time leave, please discuss with the Head of Year how you will help your child to catch up with the missing hours (50 hours for a full 10 days holiday)

Key Point:

Do not take family holidays during term time as these will be unauthorised absence and a fine will be issued

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Every Day Counts..... The City of Leicester College is committed to providing all children with the best start in life and works hard to ensure that all children attend school regularly. Reducing absence from school is a key priority at TCOLC and the majority of parents/carers of our students ensure their children attend school regularly.

Tackling absence aims to:

- Increases children and young people's opportunities
- Increases attainment and achievement
- Makes children safer
- Reduces anti-social behaviour
- Reduces the risk of a child becoming involved in crime
- Reduces the risk of children getting involved in alcohol and substance misuse



What parents/carers can do to help their child's attendance

- Make school attendance a priority
- Talk about the importance of showing up to school every day, make that the expectation.
- Help your child maintain daily routines, such as finishing homework and getting a good night's sleep.
- Try not to schedule dental and medical appointments during the school day.
- Don't let your child stay home unless truly sick. Complaints of headaches or stomach aches may be signs of anxiety.
- Help your teen stay engaged. Find out if your child feels engaged by their classes and feels safe from bullies and other threats.
- Make sure he/she is not missing class because of behavioural issues and school discipline policies. If any of these are problems, work with the school.
- Stay on top of academic progress and seek help from teachers or tutors if necessary. Make sure teachers know how to contact you.

Key Point:

Do not be afraid to ask for help if a problem arises

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Punctuality....

All students at the City of Leicester College are expected to be outside their form rooms to be let in at 8:30 every weekday and arrive to every lesson on time throughout the day.



We all know how hectic mornings can be with a family,
And how difficult it can be to get teenagers out of bed

However....

The college believes punctuality is an essential life skill and a successful habit that will serve students well throughout their life.

When a child arrives late for school it can be very disruptive to them, the teacher and other students. If your child arrives late they will be marked as late on the register. If he/she arrives very late (after 9.30) the child will be marked as unauthorised absence for that morning. This will affect their attendance percentage figure. You must get into the habit of being punctual to the start of the day and to lessons. You need to be organised the night before, set your alarms and be prepared for the day.

In order for us to develop this as a consistent habit for your child they will receive a break detention for any lateness to am registration.



If they fail to attend they will receive a correction (half an hour detention after school). You will be notified of this via text.



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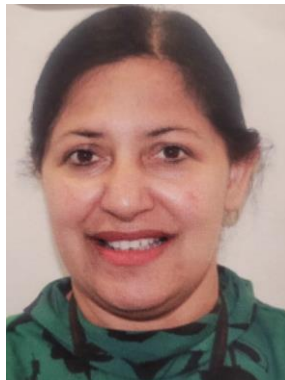
Important Contacts...



Miss Walton
Senior Deputy Head
(Pastoral & Safeguarding)



Mrs Tailby
Attendance & Welfare
Officer



Mrs Kaur
Attendance Administrator

School Telephone Number: 0116 2413 984

Key Point:

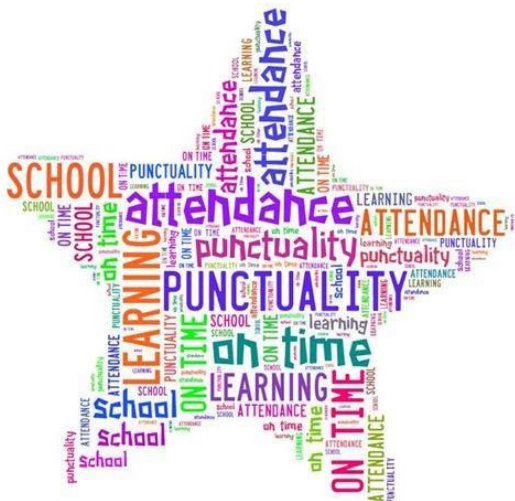
Give your child the best start in life – every school day counts



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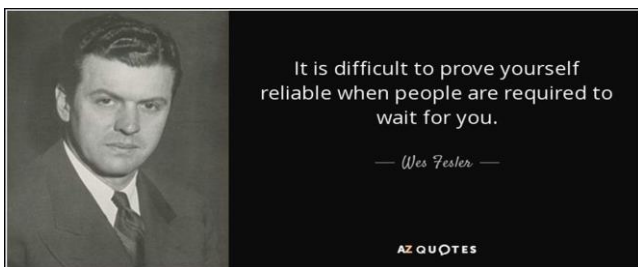
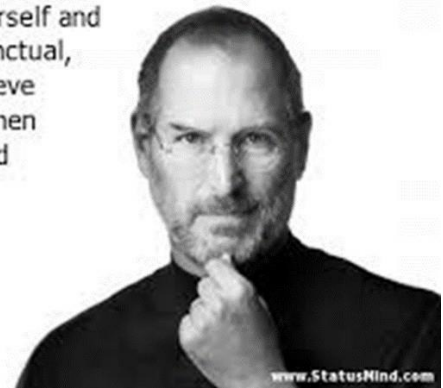
Great Attendance = A Great Future

School Matters!



Be honest with yourself and with people. Be punctual, never give up, achieve your goals, even when everything goes bad

— Steve Jobs —



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