



## Attendance and Punctuality

### Information for Parents / Carers

There is a clear link between attendance and attainment. Excellent attendance is essential if young people are to achieve their personal best. Every day that your child is absent impacts upon their education and opportunities in adult life.

At Longfield Academy, we continue to strive to improve attendance and punctuality.

### Raise your child's attendance

#### Raise their chances



What does "Good Attendance" mean?

Do you know what your child's attendance is?



This is Emily. She is in Year 7 and she has 90% attendance.



Is that good?

Emily thinks this is pretty good and so do her parents. Are they correct?

FACT

90% attendance = ½ day missed every week!

How would your boss feel about you being off work that much?

FACT

If Emily's attendance stayed at 90% for the whole year, she would miss out on 4 full weeks of learning!

Over 5 years at Longfield, she would miss:

**Half a school year!**

What impact might this have on Emily's life?

FACT

Research shows that a 10% drop in attendance (20 days absence in a school year) is the equivalent to a drop in one grade at GCSE!

**The greater the attendance, the greater the achievement!**



## The Link between Attendance and Attainment

Attendance %	Number of days absent in one year	Lessons missed	Chances of achieving 5 GCSEs, grade 4 or above
100%	0	None	90%+
95%	10	50	82%
92.5%	15	75	72%
<b>90%</b>	<b>20</b>	<b>100</b>	<b>45%</b>
85%	30	150	25%
80%	40	200	5%

**But don't just take the Government's word for it!**

**Longfield has proof of it's own!**

### FACT

The average attendance of our top 15 achievers in August 2019 was:

**98.45%**

Over their 5 years at Longfield, their average attendance was:

**98.10%**

That can't be a coincidence!

What could Emily's potential earnings look like?



It's said that money can't buy you happiness, but it can certainly allow more choice. Research has shown that pupils with 5 GCSE qualifications, grade 4 or above, can earn on average, £350,000 more in their lifetimes, than those without the grades.

**So ..... 90% attendance is not as good as it first seemed!**

**What do you want for your child?**

## FACT

Don't believe that the 'odd day off can't harm.' Research carried out on the effect of broken weeks and achievement is astounding. A pupil can have 95% attendance but still have 10 broken weeks. Broken weeks are hugely detrimental to a pupil's learning, leaving big gaps in knowledge.



**It's not a lot to ask for an excellent education!**



## The Importance of Punctuality

**Arriving on time to registration is crucial:**

*"It's not like in my day when you just had to turn up, shout 'HERE' when your name was called and then chat to your friends. Nowadays, tutor-time is more like a mini-lesson. It's a very valuable time of the school day"*

**Arriving on time to lessons is also crucial:**

**This is Tom**



Tom wastes 6 minutes of every lesson every day

↓  
If there are 5 lessons each day and each lesson lasts one hour, this means that every day he is missing out on 10% of his learning

↓  
If there are 10 sessions a week, that means he misses out on one full session a week

↓  
If there are 10 weeks in a term, he misses out on 1 whole week per term

↓  
If there are 3 terms each year he misses out on 3 weeks a year which is equivalent to having 90% attendance

↓  
In 5 years at Longfield, Tom would miss:

**Half a school year!**



Late to school

=



Late to lessons

=



Late to work

**Stop this habit now!**

**“It is not what you do for your children,  
But what you have taught them to do for  
themselves,  
That will make them successful human  
beings.”**

## **What can I do as a parent / carer to increase my child’s attendance?**



- Regularly check your child’s attendance. You can email or phone us at any time during the school year for any attendance related queries.
- Speak regularly with your child about school and how they feel about it. If there are any problems which might affect attendance, speak to us about it.
- Try to judge how ‘severe’ your child’s illness is. Do they really need to stay at home?
- If they start to feel better during the day (which many do), please phone us and bring them into school. We would welcome them back into school at any point during the day.
- If your child complains of feeling ‘under the weather’ on a morning, encourage them to come into school. Our Pastoral Team will contact you if your child insists they are too unwell to remain in school. You can then decide if you wish to collect them.
- If your child has an extended or intermittent but persistent condition, contact school and we will arrange a meeting to set up a supportive action plan. There is a lot of support we can offer to prevent a pupil missing education.
- If a pupil is unable to move around the building due to injury, we can arrange for them to work in one place and teachers will send work to them. We can also arrange for a pass to be issued to allow pupils to be excused from lessons without being questioned, or a pass to leave lessons 5 minutes early to avoid any crowds.
- Our school nurse holds a ‘drop in session’ every week.
- Does your child need to take medication during the school day? This can easily be organised. Please contact us to discuss this.
- There is no reason for attendance to be affected by monthly cycles. We have a supply of sanitary products, which are free to pupils if required.
- Don’t take holidays in term time.
- Keep us informed. Always phone school by 9am every day to tell us why your child is absent and send written confirmation when they return.
- Avoid medical appointments during the school day. If this is not possible, ensure your child returns to school as soon as their appointment is finished

(don't wait until lunch time) so that they do not miss lessons unnecessarily. In the majority of cases medical appointments do not require a full session of absence.

- Prepare them for a good night's sleep. Set a regular bedtime routine. Ban technology an hour before they are due to go to sleep.
- Ensure they come to school prepared and ready for the day. Know the routines of the school day and avoid issues. For example, have they got their PE kit ready? Do they have a clean uniform? Encourage them to pack their school bags the night before.
- Make sure they eat breakfast and have money for lunch. As well as lunch, pupils can purchase food before school and at breaktime.
- Be watchful and supportive in the run up to tests and be aware of coursework deadlines.
- Look for patterns of absence. Are there any specific days when your child feels ill? Are they avoiding a certain lesson? Have they done their homework?
- Encourage your child to catch up on missed work. If they have been working on a topic they may find the class has moved on by the time they return. This can cause anxiety and it can also affect self-confidence.
- After a period of absence pupils sometimes feel left out of friendship groups. Talk to your child and if there are any problems, let us know.
- Praise and reward good attendance and punctuality at home. In school, praise and reward is a priority.
- If your child appears reluctant to attend school, please ensure that you contact a member of school staff immediately to discuss any issues that might be negatively affecting your child's school attendance. Please do not give in to pressure to excuse your child from attending school as this may give your child the impression attendance does not matter and can make the situation worse. It is much better to contact the school and request support and advice with any issues negatively impacting upon your child's attitude to school attendance.
- Often the wider family and family friends can help to encourage higher attendance.
- Work in partnership with school, instilling in your child respect for school's policies and procedures.

#### How We View Attendance Percentages At Longfield:

- 100% = Excellent
- 98% - 99% = Very good
- 96% – 97% = Good
- 95% = Satisfactory
- 90% - 94% = A cause for concern
- Below 90% = A serious cause for concern and a pupil becomes a 'Persistent Absentee'  
(please see gov.uk website for further details)

### A Further Point To Consider

“Any pupil’s absence or lateness disrupts teaching routines, which may impact upon and negatively affect the learning of other pupils.”

### KEY MESSAGE:

- **Value education. Your child only has one chance at school**
- **Don’t let your child miss out**
- **Every day counts. Every lesson counts**
- **Missing odd days becomes a habit**
- **Missing full sessions becomes a habit**
- **Being late to school becomes a habit**
- **Poor attendance and punctuality can impact on the learning of other pupils**
- **Good attendance and punctuality = higher grades**
- **Good attendance and punctuality = better chances in life**
- **Good attendance and punctuality promote lifelong skills**

### Attend and Achieve

Please help us and your child by ensuring that they attend school every day and on time.

Help your child to achieve their full potential. We want them to be happy and feel safe in school.

It’s a tough world out there! Let’s work together to make sure they are ready for it!

Thank you for your continued support!

