





## Punctuality

### Learning is Affected by Lateness

“A pupil arriving late to school not only misses out on the most important part of lesson 1; but also distracts the other 29 students in their class from learning by arriving late”.

Having an excellent punctuality record is important because:

- It is essential for confidence and continuity that learning is not missed
- Your child will earn a reputation for being reliable and conscientious
- It is stated on their end of Year Report
- Your child is in a routine of ‘positive habits’ which equips them for when they start further education and work
- Colleges and Institutes for Further Education request an accurate punctuality record for each applicant; a place will be offered to students who meet the academic criteria but maintaining a good Punctuality and Attendance record is an equally important consideration during the admissions process – especially where college course places are limited in number

### What Happens If My Child Is Late To School?

Your child must register with their Form Tutor at **8:55a.m.** This is a Legal Requirement, and also a very important part of the school day when daily messages are issued to all pupils.

**Registers close at 9:00.** If your child arrives to school after the 9:00 bell then they **MUST sign-in** at the office.

By arriving late to school, your child will be issued with an on-the-day ‘Lates Detention’ as they sign in. This detention is held in **Room 18 from 3:15pm – 3:45pm**. Our school office will inform you via text-message that your child has been issued with a Lates Detention. It is YOUR responsibility to ensure that we have an up-to-date number for contact.

**If your child fails to attend** the detention then they will receive a ‘Formal Lates Detention’ which is held on a **Friday from 3:15pm – 4:15pm**. You will be notified via text-message that your child will be detained for the formal detention.

If you know in advance that your child will be late for school (e.g. dental appointment), please ring our office so that a detention is not issued. **A medical card is required (as verification for your child’s late arrival) by our office when your child signs-in late.** We will not accept excuses such as ‘the alarm didn’t go off’ or ‘the bus left early’.

If your child arrives to school after the register has closed at 9:30am this will be recorded as an **unauthorised absence**. Ultimately this could lead to **legal sanctions** being instigated.

## Why is Good School Attendance Important?

**FACT: If your child has an excellent level of school attendance, then they are far more likely to succeed and achieve their full potential at school.** They will also have greater chances and choices when they look for work and further education in the future.

Even taking a short amount of time out can be a *problem*. If there are gaps in your child's knowledge, then they will ultimately suffer when they have exams and school assessments.

**Just look at what a difference GOOD ATTENDANCE can make!**

**Maintaining an EXCELLENT level of school attendance will enable your child to have a greater chance of gaining 5 A\*-Cs at GCSE.**

Attendance % (Sept – July)	100 – 93.5 %	93.4 – 92.5 %	92.4 – 91.5 %	91.4 – 90%	89.9 – 88%	Below 87.9%
Chance of 5 A*-C at GCSE	74.3%	60.4%	53.1%	44.6%	34.7%	26.7%
Chance of A*-G at GCSE	96.8%	94.6%	92.8%	89.5%	84.8%	77.9%

**Good habits must start early – from Year 7 ensure that your child IS IN SCHOOL EVERY DAY!**

**“A child with a consistently good school attendance record is setting themselves up for a better future once they leave school. Employers want reliable, trustworthy staff; good school attendance is as important as appropriate qualifications for the job”.**

### Rewards

**Students can earn REWARDS by maintaining an excellent level of school attendance:**

- 1) Half termly Trafford Centre Vouchers
- 2) Friday chocolate prize draw in forms for 100% attendance previous week
- 3) Own clothes Friday and extended break times for forms who have achieved 100% attendance previous week
- 4) Individual rewards for improved attendance, various vouchers, including Nandos, PlayStation and many more

- 5) Termly reward afternoons for those with excellent and improved attendance where students can choose from a selection of activities
- 6) Headteacher seasonal half termly Prize Hamper draw for 100% attendance that week
- 7) **100% attendance from September to July earns a free ticket to Alton Towers!**

### Role of the Parent

- As a parent, you have a legal responsibility to make sure your child gets a full-time education from the age of 4 years old.

PARENT

KNOW

HOW

### Occasions when absence WILL be authorised at St. Antony's



1. If your child has a **broken limb**, they must return to school as soon as possible. We are able to make appropriate arrangements so that they are able to continue full access to the curriculum.
2. **Serious illness** – where the child is physically unable to move around and concentrate. A cold, cough, headache, or sore throat **IS NOT** an illness and St. Antony's will not authorise cases of absence due to minor illnesses
3. If your child has a **sickness / diarrhoea** bug they must be kept at home until 24 hours after the last episode. If they have an **infection** where anti-biotics have been prescribed they must return to school as soon as their condition improves (not at the end of the course of tablets).
4. **Medical appointments** wherever possible must be arranged for school holidays, at weekends or after-school hours. There will be times when this isn't possible, but please give our school office as much advanced warning as possible. **Only half a day will be authorised for dental and medical absences.** A medical note or letter will be needed for us to authorise this absence.
5. **Bereavements or serious family problem (e.g. divorce )** - let us know as soon as possible if someone in your family dies or if there has been a family problem - we will want to make sure that staff and students act sensitively with your child on their return.

6. **Exclusion** - if your child has seriously misbehaved and the head-teacher issues a letter saying they must stay away either permanently or for a set number of days (up to 45). If the exclusion is permanent, your child will be offered alternative education.
7. **Religious festivals / celebrations** – you must inform our school office as soon as you wish to request leave for religious observation

### When Is It Unacceptable For My Child To Stay Off School?

- **Unless one of the above seven reasons apply, it is ALWAYS UNACCEPTABLE for your child to miss school.**



#### **1. Holidays MUST NOT be taken in term-time**

St. Antony's Catholic College **WILL NOT authorise requests for holidays in term- time.** There are **two** exceptional circumstances whereby holiday requests will be considered:

- **Illness** in the family (e.g. parent / sibling with a terminal illness) and a holiday has been recommended by a GP
- Unavoidable holiday times such as '**factory closure**' directed by employers.

In both of these cases, **written confirmation on appropriate letter headed paper is required.**

Holiday requests for such exceptional circumstances must be sent in advance to our Head-teacher

2. **Birthdays** - your child should attend school, even if it is their birthday.
3. **Shopping / family 'day-out'** - or any other activity for which there is no serious for your child to be away from school
4. **Truancy** – skipping school is not acceptable and may well have serious consequences for both you and your child. Remember, parents will be fined or prosecuted even if they did not know that their child was truanting.

#### **Making sure that your child doesn't miss out...**

- Stress to your child that **attendance is vitally important** and that it is not acceptable for them to miss school.
- Is your child unhappy at school? **Contact your child's form teacher** as soon as possible if you think there are problems.

- If your child makes excuses to try and get out of going to school, take time to **listen to them**. There might be an underlying problem.
- **Ask for help** from school as soon as you know there's a problem. Speak to Mrs Kelly our school's Educational Welfare Officer and work with us to help get your child back to school.

### **What Should I Do If My Child Is Unable to Attend School?**

- If your son/daughter is unable to attend school, please **ring the school office on 0161 911 8001 before 9:00am or text/leave a message on 07860005082**
- There is an answer machine available outside of school hours.
- Please **follow up the absence with a letter/note when you child returns to school.**
- All **absences remain unauthorised unless a letter is received.**

### **What Will Happen If My Child Has A Poor Attendance Record?**

Hopefully this **WILL NOT** be the case. However....

- a) If your child's attendance falls between **92% - 95%** (cause for concern) you will be contacted by their **Form Teacher** so that the problem can be addressed.

**\*FACT!\* over the course of a school year 92% attendance = 3 school weeks missed**

- b) If your child's attendance falls even lower – between **88.9% - 91.9%** (serious cause for concern) you will be contacted by their **Head of Year** so that strategies can be implemented to correct the problem.

**\*FACT!\* over the course of a school year 89% attendance = 4 school weeks missed**

- c) If your child's attendance plummets **below 88.8%**, our Attendance and Educational Welfare Officer will contact you. Our Senior Leadership Team will also be alerted, and the appropriate measures taken to ensure that the attendance problem is overhauled.

**\*FACT!\* over the course of a school year 78% attendance = 8 school weeks missed**

### Issuing Fines & Prosecution

As soon as a child has reached an absence record of **15 days off school**, for every subsequent absence we will require a **medical certificate from a GP or verification of an exceptional circumstance on appropriate headed letter paper.**

- If suitable documentation is not supplied, we will notify Trafford Local Authority and they will issue you with a **Fixed Penalty Notice (£60 fine) EVERY TIME that your child is then absent from school**

### School Attendance and The Law

School attendance is important because the law requires it. As a parent, you are **legally responsible for making sure your child gets a full-time education.**

#### What could happen if your child is persistently absent from school?

After the measures of intervention have been pursued by: **Form Tutor, Head of Year, Attendance and Educational Welfare Officer together with our Senior Leadership Team...**

**...Trafford local authority can take legal action against you.**

- After 15 days of school absence (unless a medical certificate from a GP is supplied) you will be issued with a **Fixed penalty fine of £60 if paid within 21 days, £120 if paid between 21 and 28 days. If you do not pay then you will be prosecuted.**
- If you are prosecuted and then convicted, you will have a **criminal record.**
- For serious cases of school absence, you can be **fined up to £2,500 and / or sent to prison for up to three months if your child does not attend school.**

You could be given a **Parenting Order**, which means you have to attend a parenting class / issued with a parenting contract. This is a voluntary and formal agreement between you and St. Antony's Catholic College and / or Trafford Local Authority. It sets out things that you and the school (or local authority) will do to help improve your child's attendance.

**Important...**

**If you are finding it difficult to get your child to attend school, you don't have to struggle alone. Contact our Education Welfare Officer (Mrs Kelly) for practical advice, help and support to ensure that your child resumes normal school attendance.**

St. Antony's Catholic College

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0161 911 8001/8025

Or

07860005082

[stantonys.admin@trafford.gov.uk](mailto:stantonys.admin@trafford.gov.uk)

[p.kelly@st-antonys.com](mailto:p.kelly@st-antonys.com)

**Did you know?**

Every day 50,000 children of **all ages** miss school for no valid reason.  
Don't let your child waste their potential and future life chances too.