

ATTENDANCE & PUNCTUALITY 2016/2017



Perry Beeches III

23 Langley Walk

Birmingham

B15 2EF

Tel: 0121-647-2760

E: enquiry@perrybeechesiii.co.uk

W: www.perrybeechesiii.co.uk



Attendance

Your Child's Attendance Target for this year is 100%

Dear Parent/Carers,

Here at Perry Beeches III, we pride ourselves, not only for the way in which we are able to cater for the individual needs of our students, but also for the way in which students are encouraged to work hard and achieve high standards, with a strict adherence to accepted standards of attendance being an important feature of life at Perry Beeches III.



Our Expectations

For every day that your child/children are absent, we ask that you contact school by 8.30am; should we not receive any reason for their absence, as the parent/carer you will be contacted by our attendance team.

Where we will request medical evidence to be handed to Mrs Hyde, **handwritten notes from parents are not acceptable.**

This can be in the form of appointment card stamped and dated, copy of prescription or copy of the label on the medication , medical letters or any other medical evidence that allows the Headteacher to authorise the absence. This will however, still effect the attendance of your child.

Upon return to school every child will have meeting with Mrs Hyde about their absence and to ensure they are well.

Poor Attendance will be investigated by school; The Attendance Team will invite parent/carers in for meetings and conduct home visits where appropriate, we also carry out Attendance Trawls.



A legal requirement

The law states that If your child is aged between 5 and 16, you must make sure he/she attends school regularly. You can be taken to court for breaking this law (Section 444 of the Education Act 1996)

School work in partnership with Birmingham local authority and will operate a 'Spotlight' (statutory action campaign) School will measure unauthorised absences over the past 12 calendar months.

Parent/carers of persistently absent students could face a penalty/statutory legal action.

Please find a copy of 'Spotlight on Attendance' letter on page **5 and 6** of this booklet.



The Department for Education:

'There is a clear link between poor attendance at school and lower academic achievement. Of pupils who miss more than 50 per cent of school only three per cent manage to achieve five or more GCSEs at grades A to C including Maths and English. 73% of pupils who have over 95% attendance achieve five or more GCSEs at grades A* to C (DFE, 2012).'*

***Spotlight on Attendance:
A very important message for all parents***



Dear Parent,

Perry Beeches III are working in partnership with parents to improve school attendance. **We would like to congratulate the many parents who make sure their children attend school regularly.**

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on opportunities in further education and the world of work

Absence can only be authorised by the Headteacher, within the boundaries set by the Education (Pupil Registrations England) Regulations 2006.

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.



***Spotlight on Attendance:
A very important message for all parents***

Continued...

Legal action that may be taken include:

- **Issuing penalty notices:** Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.
- **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- **Taking parents to court for persistent unauthorised absence:** Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Being taken to court could result in you having a criminal record.

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
90%	19 days	4 weeks	100 lessons
80%	38 days	8 weeks	200 lessons
70%	57 days	11.5 weeks	290 lessons

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

If your child's level of absence is of serious concern you will receive another letter advising you about improving attendance. After this, any further unauthorised absence may result in the School and the Local Authority taking legal action.

We will improve attendance by making it clear within the school and local community that unauthorised absence is not acceptable. You will be informed of the number of penalty notices issued, prosecutions and the level of fines.

Again, we would like to thank those parents who make sure their child is attending school regularly and are therefore benefiting fully from their educational opportunity.

Yours sincerely,

Mr A Brant
Headteacher



Medical Appointments

Please avoid medical appointments during the school day where possible. We understand that at times this is unavoidable, therefore, we suggest that you use afternoon form time or lunchtime. This will enable your child to attend school prior to the appointment and return to school promptly where possible.

When necessary, appointment letter/cards should be provided to school 24 hours prior to the appointment to be authorised, parents are also required to write in students' passport enabling school to log the information on the system.

Students are expected to attend school prior to and after appointments whenever possible.



Holidays

The 2013 amendment to the Education Regulations means that the Headteacher **cannot** authorise Leave in term Time in accordance with Birmingham Local Authority

Any absences due to holidays will be recorded as un-authorised.

Parent/carers of students with un-authorised holidays will face legal action(Education Act 1996) Amendment 2013 and or a pupil losing their school place.

Please **DO NOT** book holidays in Term time.

Please contact school before making any holiday arrangements



Punctuality

Students must arrive for registration and lessons on time.

Students are expected to be in Form ready for their morning registration at **8.30 am**; students must be in school for the 1st warning bell at **8.25am**.

At **8.30am** students will be recorded as late and issued with an appropriate sanction of an hour detention.

Being on time shows that pupils are reliable and organised and know that school matters – Employers want good timekeepers!



Late Policy

Perry Beeches III operates a strict policy on lateness.

- After 8.28am a same day detention of **1 hour** with their Form Tutor will be issued. The Form Tutor will contact parent/carer that same day either via phone or text.
- Any student having more than **5** lates in one academic term will be issued with **1 day seclusion.**
- Any Student having more than **7** lates in one academic term will be issued with **2 days seclusion.**
- Individual punctuality concerns, parent/carer will be invited in for a meeting with Mrs Hyde and the Head of Year and further sanctions will be discussed.



Punctuality Facts

- If you are late for lesson – you disrupt the learning of the WHOLE class.
- 10 minutes late every day means you could miss – 50 minutes a week which equals almost **one lesson**.
- Over a Half Term you could miss almost - **6/7 days**. This means more than one week of lessons.
- The school year consists of 6 Half Terms, which means if you are consistently late you could miss 30/35 days or almost 6/7 school weeks of learning.
- Your ability to achieve is going to be affected – but you are also affecting the learning of others by disrupting lessons.