



**THE ARNEWOOD  
SCHOOL**

*Working Together - Shaping Tomorrow*

# Attendance & Punctuality



Information for Parents



## Introduction

For a child to reach their full educational potential, **a high level of school attendance is essential**. We are committed to providing an education of the highest quality for all and endeavour to provide an environment where all students feel valued and welcome. Every child has the right to access high-quality education. Parents and schools share the responsibility for supporting and promoting excellent school attendance and punctuality.

## Why is attendance so important?

- There is **clear evidence** both nationally and from within school that the higher the level of **student attendance**, the greater the potential to achieve **academic success**.
- The greater the academic success, the greater the opportunity to **access further training**, to **secure stable and well-paid employment** and to achieve economic **prosperity**.

The table below shows national data that clearly demonstrates the link between attendance and academic outcomes.

Attendance rate	% 5+ GCSE Grade 4 inc. En and Ma	% EBACC
100%	82	44
95% +	74	32
90 – 94.9%	57	16
85 – 89.9%	41	8
80 – 84.9%	29	4

**Student Attendance = Academic Attainment**

## Promoting Good Attendance:

The foundation for good attendance is a strong partnership between the school, parents/carers and the student. To support this we will:

- Provide information on all matters relating to attendance in our newsletters and on our website.
- Report to you on how your child is performing in school, what their attendance rate is and how this relates to their attainment. This information can also be viewed online through Arbor.
- Celebrate good attendance through the school assemblies and reward good or improving attendance through a variety of initiatives.
- Set individual attendance targets for students to help them focus on improving their attendance.

The Head of Year & Assistant Head of Year will support Senior Leaders in this work. The Year Team consistently monitors students' attendance and punctuality and will liaise with the relevant departments within the school. Where attendance falls below the expected levels, interventions will be used as deemed appropriate by the Year Team. These may include; mentoring, external services support, reviewing timetables etc.

Head of Year 7	Miss Vincent	<a href="mailto:h.vincent@arnewood.hants.sch.uk">h.vincent@arnewood.hants.sch.uk</a>
Head of Year 8	Mr Byles	<a href="mailto:m.byles@arnewood.hants.sch.uk">m.byles@arnewood.hants.sch.uk</a>
Head of Year 9	Mr Vibert	<a href="mailto:j.vibert@arnewood.hants.sch.uk">j.vibert@arnewood.hants.sch.uk</a>
Head of Year 10	Mrs Bagshaw	<a href="mailto:s.bagshaw@arnewood.hants.sch.uk">s.bagshaw@arnewood.hants.sch.uk</a>
Head of Year 11	Mr Emecz	<a href="mailto:p.emecz@arnewood.hants.sch.uk">p.emecz@arnewood.hants.sch.uk</a>

## Expectation Of Parents:

- Parents and carers must fulfil their legal obligation to ensure that their child attends school.
- Parents and carers should ensure their child's attendance is as close to 100% as possible. The national average for attendance is 95%. We want all students at the Arnewood School to achieve a higher than average attendance.
- Parents and carers should use Arbor to monitor their child's attendance. Please contact your child's Head of Year if you are unsure how to do this.
- Parents and carers must report any absence due to illness on the first morning of absence using the attendance line. Please do not allow your child to miss school unless you are sure that the illness will interfere with their learning. Ask yourself if you would miss a day at work with the same complaint.
- Parents and carers should arrange routine doctor/dentist appointments outside of school hours.
- Parents and carers should liaise with the school's welfare assistant if there are more complex medical circumstances which will necessitate absence.
- Parents and carers are expected to not take students on holiday during term time. To apply for any known future absence please use the leave of absence form on the school website.  
<http://www.arnewood.hants.sch.uk/wp-content/uploads/2017/09/Leave-of-absence-form.pdf>
- Parents and carers must ensure students are on-time for school.

## Working Together

We understand that from time to time, students may face difficulties, such as anxiety about attending school. However, during such times it is vital that parents work alongside the school to support students and that there is regular communication between both parties. If persistent absence becomes embedded, this is likely to greatly impact on academic outcomes.

In extreme cases, where we do not feel that we are being supported by parents and carers, we are required to take legal action as outlined below.

### Legal Action

Section 444A of the Act gives powers to the local authority (LA) and other designated bodies (including Head Teachers) to issue Fixed Penalty Notices where a parent/carer is considered capable of, but unwilling to secure an improvement in their child's school attendance and/or punctuality. A Penalty Notice is a fine, which may be issued as an alternative to prosecution. It does not require a court appearance and does not result in a criminal record. Payment of a Penalty Notice is £60 if paid within 21 days of receipt and £120 if paid after this but within 28 days of receipt.

Fixed Penalty Notices may be issued where a student has had:

1. Ten or more half-day sessions (the equivalent to five school days) of unauthorised absence in any 10 school week period. These do not need to be consecutive sessions. This may include unauthorised lateness or holiday taken without authorisation.
2. One or more sessions of unauthorised absence during a public examination or formal school assessment where dates have been published in advance.

### Prosecution

In more complex cases a referral will be made to the Hampshire Attendance Legal Panel, who can take the parent(s) to Magistrates Court if they deem that parents are failing in their legal duty to ensure their child is attending school to a level of which they are capable. In such cases, there is a maximum £1000 fine.

For further information on penalty notices go to:

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Please note legal action is a last resort for us and we would much rather work with parents to ensure their children receive the best education possible.