



# Attendance at St Matthias

Advice for Parents and Carers  
Attendance to School

September 2021



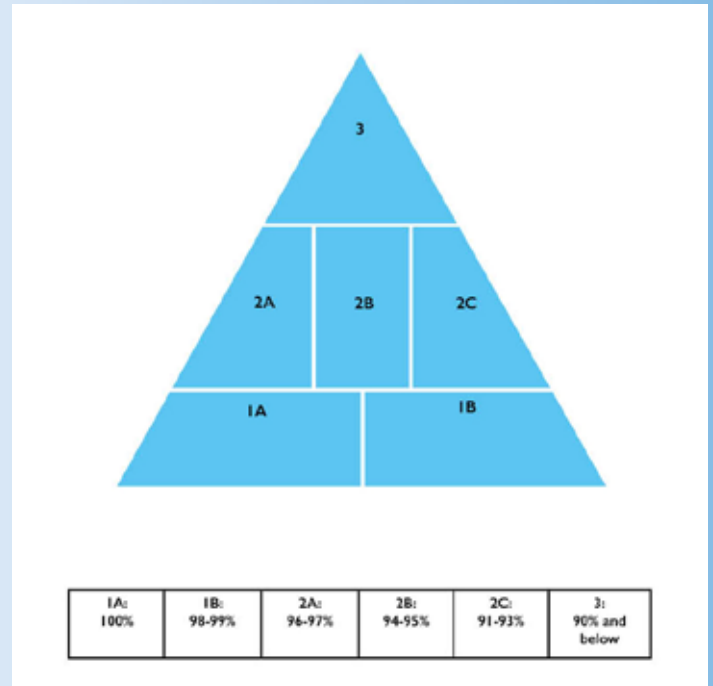
## Attendance at St Matthias

We expect all students to have 100% attendance with a minimum of 95%. We take attendance very seriously; days off school soon add up, missing lessons makes it hard to catch up and students have to work harder when they come back. There are 175 non-school days a year for holidays and family time.

Please help your child to maintain good attendance by booking doctor, dentist, and optician appointments either in the school holidays, in the afternoon after school or at weekends. Please provide the school with an appointment card/letter if your child needs to leave school for an appointment.

## St Matthias Attendance Target Groups

As you are aware from the Form Tutor Updates, we monitor the attendance of all students very closely. Each half term all students are in Attendance Target Groups.



Here is some useful information to consider when discussing attendance with your child and family.

# 90%

90% in an assessment would be a good score! 90% and below attendance equals Persistent Absence. 90% attendance for an academic year is the equivalent of having four weeks off school.

### Attendance over a half term (7 weeks)

Target Group	Attendance %	Days missed	Number of Lessons of missed
1A	100%	0 days	0
1B	98-99%	½ day	4
2A	96-97%	1 day	6
2B	94-95%	2 days	12
2C	91-93%	3 days	18
3	90% & below	4 days	24
	85%	5 days	30

### What impact would 90% attendance (18 lessons) for the half term have on learning?

All students	You will have missed over half of your English, Maths or Science lessons
Years 7 & 8	You will have missed all your Food and Art lessons You will have missed all your History, Geography or PE lessons You will have missed most of your Spanish lessons
Years 9 & 10	You will have missed most of your History or Geography lessons You will have missed most of one of your options
Year 11	You will have missed most of your PE or 60% of an option

## Attendance over a half term (39 weeks)

Attendance %	Days missed	Weeks missed	Number of Lessons of missed
1A	0	0	0
1B	9½	2	60
2A	19	4	120
2B	28½	6	180
2C	38	8	240
3	47½	9½	285
	57	11½	360

## What impact would 90% attendance (120 lessons) for the year have on learning?

All students	You will have missed over 60% of English, Maths or Science lessons
Years 7 & 8	You will have missed all your Food and Art and Graphics lessons You will have missed all of your Spanish lessons
Years 9 & 10	You will have missed all of your Spanish lessons or all of one option
Year 11	You will have missed 75% of one of your options or all of your Spanish lessons Research has shown that 17 days can make a difference of over one grade

## Reporting Absence

All absences must be reported before 8.45am each day.  
Call: (01902) 556400 Email: enquiries@st-matthias.com

- If you know your child is going to be absent please let us know in advance.
- Written notification giving the details of all absences must be given to Jayne Smith (Attendance Officer) on your child's return to school. If your child has been absent due to a medical appointment, please attach the appointment card/hospital letter.
- Unexplained absences will be unauthorised by the school.
- Please provide the school with an appointment card/letter if your child needs to leave school for an appointment.

## Punctuality

Arriving late to school and lessons is very disruptive for the teacher and other class members. It also means that late students miss important input from teachers. Your child must arrive at School before 9.00am to enable them to be on time for lesson 1 which starts at 9.05am.

Late students arriving must sign in at the student entrance or the main reception. If you haven't called school with a valid reason to explain the lateness they will be issued with a 20 minute Punctuality Detention. Two lates in one week will result in a 50 minute Punctuality Detention. Persistent lateness will result in a letter from the Governing Body or a meeting with the Governors Punctuality Panel.

## Lost Learning

Students arriving late to any lessons are given Lost Learning. These valuable minutes lost from their learning are completed at the end of each day with Form Tutors.

## Returning to School

When returning to school following 5 or more days of absence, medical evidence must be handed in to Jayne Smith. If evidence is not received after one week, the period of absence will be unauthorised.

## Requests for Absence during Term Time

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid.

- Any form of unauthorised absence may be subject to a Penalty Notice from the Local Authority.
- If you consider your request for absence to be an exceptional circumstance then please send in a written request to the Head Teacher.

## What can I do to help my child achieve good attendance?

- Ensure regular and early bedtimes.
- Make sure that mobile devices are ALL switched off.
- Have uniform and equipment prepared the night before.
- Report any academic or social concerns promptly.
- Keep open and honest communication with the school.
- Be positive about school (even if your own experience was less than positive).
- Discuss your child's timetable/lessons with them each evening.

## Why is it important to have up to date phone numbers?

There are times when we have to contact parents/ carers about things, including absence, so it is very important that we have your contact number at all times. Providing up to date contact details is a legal obligation of parents/ carers.

## My child is avoiding coming to school. What should I do?

There are occasions when children choose to avoid school. Reasons such as difficulties with school work, bullying, friendship problems or family difficulties can cause young people to worry and they may think that not attending school will solve the problem.

All of the staff at St Matthias School pride themselves on being able to build positive relationships with students and parents/carers. We want your child to have the best possible experience here so that they can reach their full potential. It is important that we identify the reason for their reluctance to attend school and work together to solve the problem. If a problem does arise, you should contact your child's Form Tutor in the first instance or your child can discuss it with any adult in school.

St Matthias School | Head Teacher: Mr D Coombes

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