



THE JO RICHARDSON COMMUNITY SCHOOL

ATTENDANCE MATTERS

An Information Booklet
for Parents/Carers and Students

SUCCESS
FOR ALL

Attendance at School

Introduction:

Research has shown that regular and punctual attendance is an essential prerequisite to effective learning. Therefore, there is a direct link between regular attendance and high achievement.

When children are not in school, they are deprived of the educational opportunities and they are at much greater risk of becoming socially excluded and disadvantaged. If they are not in school, children may be at risk of becoming either the perpetrators, or the victims, of crime.

This booklet has been prepared to provide parents and students with information and guidance on the school's attendance procedures.

We hope the information contained in this booklet will effectively support your child's attendance at The Jo Richardson Community school.

If you ever have any concerns or queries, please do not hesitate to contact our Welfare and Attendance team on **0208 270 6222 - option 1**.

Structure of the School Day

Students **must** be in school by 8:25am every day.

Please note that students are not allowed to go home for lunch or leave the school site until the end of the school day.

Assembly Days 8:35am	Assembly Days				
	Year 7 WEDS / TUE	Year 8 FRIDAY/TUE	Year 9 THURS/TUE	Year 10 WED/MON	Year 11 THURS/MON
Registration/Assembly 8:35am					
9:00 am	1A	1A	1A	1A	1A
9:30 am	1B	1B	1B	1B	1B
10:00 am	2A	Break	Break	2A	2A
10:30 am	2B	2B	2B	2B	2B
11:00 am	Break	3A	3A	Break	Break
11:30 am	3B	3B	3B	3B	3B
12:00 pm	4A	4A	4A	4A	4A
12:30 pm	4B	LUNCH	LUNCH	4B	4B
1:00 pm	5A	5A	5A	5A	5A
1:30 pm	LUNCH	5B	5B	LUNCH	LUNCH
2:00 pm	6A	6A	6A	6A	6A
2:30 pm	6B	6B	6B	6B	6B
Mondays only 3:00 pm	7A	7A	7A	7A	7A
Mondays only 3:30 pm	7B	7B	7B	7B	7B
SCHOOL ON A WEDNESDAY FINISHES AT 1:40PM - LAST LESSON 5A					

Information for Students

If you do not attend every day, this is what happens:

- “... You don't know how to complete the work.”
- “... You feel a bit left out.”
- “... You get left behind.”
- “... You have to make friends again.”
- “... You lose touch.”

Remember.....

1 morning off school	= 10% of the week
1 afternoon off school	= 10% of the week
A day off school	= 20% of the week

Days absent from school soon add up.

Missing lessons makes it hard to catch up and you will have to work harder when you return to school.

Punctuality

- Arriving late to school or for a lesson puts you, the student, at a disadvantage.
- If a student arrives late to school, after the register has been taken, they will be issued a 20-minute detention with their Pastoral Assistant on the same day.
- Being late means a student will miss important information, notices and activities during Form time.
- When a student is late it means lessons will be interrupted affecting the learning of fellow students.

Missed lessons = missed opportunities = unfulfilled potential

Being on time shows you are reliable.

It shows you are organised.

It shows you know that school matters.

Categories of Attendance - The following is a guide to our expectations.

Classed as	%	Action
Excellent attendance	98-100%	Letter home and a certificate issued by the Pastoral Deputy
Average attendance	95-97%	Tutors start to monitor
Attendance of concern	91-94%	Heads of Year monitor
Unsatisfactory attendance	90% and below	School Attendance Meeting (SAM) process activates (see Appendix A). This is an escalating series of meetings with parents when no improvement is maintained. Parents may be cautioned with warning of legal action.
		If attendance continues to drop, legal action will be taken by the LA and the Governing Body will play an active role in meetings with the Headteacher.

What Happens if I am Absent from School

At Jo Richardson Community School, our priority is the well-being and holistic development of our students. While our attendance policy emphasises regular attendance for educational and personal success, we understand that certain medical conditions or individual circumstances may significantly impact a student's ability to attend school. Jo Richardson aims to be inclusive and accommodating, recognising situations that may be beyond the control of the student or their parents.

Jo Richardson strongly encourages open communication between parents and the school regarding any medical needs or circumstances that might affect attendance. Providing documented proof of diagnosed medical conditions helps us to better understand and effectively support the students needs.

It is important to note that, at Jo Richardson, we strive not to penalise students whose attendance is affected by diagnosed medical needs. Our Welfare and Pastoral Teams are dedicated to working with our families to provide necessary support, ensuring that circumstances beyond their control do not hinder their child/ren's educational progress.

Jo Richardson acknowledges and celebrates all improvements made to a students' attendance, aiming to recognise these achievements whenever possible. The welfare of our students is paramount, and our commitment to inclusivity remains integral to our approach in supporting every individual within our school community.

<p>Expected - Aspirational Attendance Target (95-100% attendance)</p> <p><i>Maximises chances to make more than significant academic progress.</i></p>
<p>Emerging Attendance Concerns (90%-94% attendance)</p> <p><i>Absence begins to have a negative effect on progress. Students are at risk of becoming a Persistent Attendance concern.</i></p>
<p>Sustained attendance concerns (Below 90% attendance)</p> <p><i>Absence is having a negative effect on progress, attainment, and wellbeing.</i></p>
<p>Significant attendance concerns (Below 80% attendance)</p> <p><i>Absence negatively affects progress, attainment, and wellbeing. Students are now repeatedly missing lessons and find it very difficult to keep up with the demands of the curriculum.</i></p>
<p>Serious attendance concerns (Below 75% attendance)</p> <p><i>Absence is persistent and having a sustained negative effect on progress, attainment, and wellbeing.</i></p>
<p>Severe attendance concerns (Below 50% attendance)</p> <p><i>Absence at this level now constitutes Educational neglect and causes significant risk and harm to the progress, attainment and wellbeing of the young person.</i></p>

Lost Days of Learning

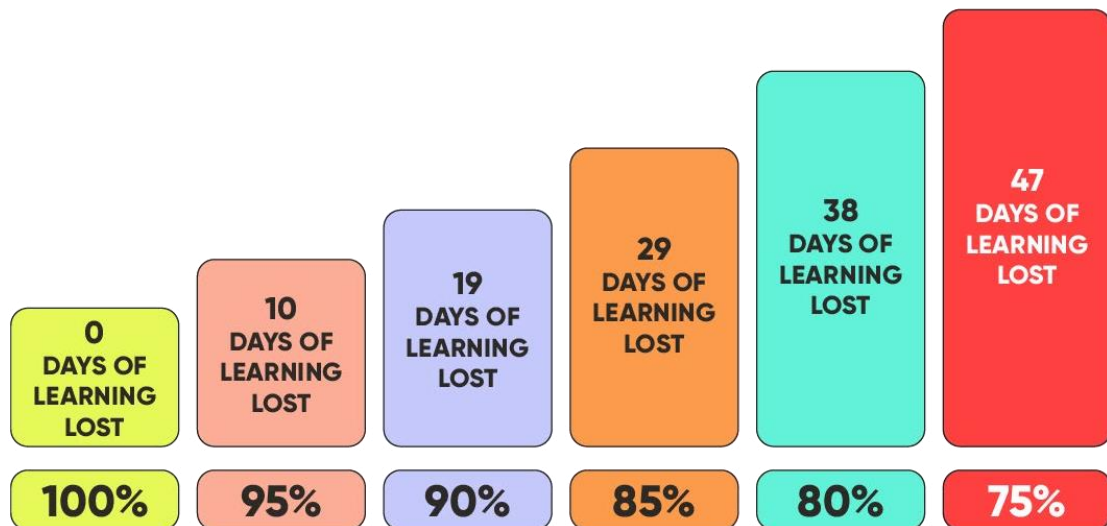
- A calendar year has 365 days, or 52 weeks or 12 months.
- A school year has 195 days, or 39 weeks, 6 half-terms, 3 terms.
- INSET School Training Days total 5 in each year.
- Students are expected to attend 190 days.
- School day is divided into two sessions. Therefore, students should have 380 sessions a year.

Jo Richardson School Attendance Target is 96%

WHEN PUPILS ATTEND, THEY...



Poor school attendance results in lost days of learning



Research has proved that children who have poor school attendance when in Year 7 are more likely to truant when in Year 10 and Year 11.

Information for Parents and Students

Here are some useful tips to help parents and students ensure good attendance.

As a student you should:

- Establish a regular bedtime routine.
- Have your own alarm clock or set an alarm on your phone.
- Get a friend to call for you on the way to school.
- Establish a routine by getting your school bag ready the night before.
- Ensure you get up at the same time every day.
- Ensure you have regular study times.

As a parent it will also benefit if:

- You were to take an interest in your child/ren's school work.
- You work with the school by communicating via your child/ren's Student Planner.
- You praise your child/ren's efforts.
- You monitor your child/ren's use of mobile devices at night.

What the Law Says

If your child is aged between 5 and 16, you must make sure they **attend school regularly and stay in School - this is the law.**

You can be taken to court for breaking this law. (Section 444 (1) of the Education Act 1996).

The Department of Education (January 2004) policy states: **"Parents should ensure their children arrive at school on time, properly dressed and in a condition to learn."**

Parents should ensure their child/ren arrive to school on time, dressed in the correct uniform, with the correct equipment and ready to learn."

This means students should arrive dressed in the correct school uniform, students must have the correct books and equipment for learning and should not be too tired, worried or hungry. Parents must also make sure that:

".... students complete ALL homework on time and keep to school rules surrounding learning and behavior."

The school's Behaviour and Attendance policies are available on our website.

Absence Notes

Parents and carers are responsible for explaining their child/ren's absences but are **not** responsible for authorising them.

It is the school's decision whether explanations provided for your child/ren's absences are acceptable and should be authorised.

Since 1st September 2013, the law gives no entitlement to parents to take their child/ren on holiday during term time. Any application for leave of absence must only be made in exceptional circumstances and will be at the discretion of the Headteacher.

Checklist For Parents

Your child/ren MAY only receive an authorised absence if:

1. Your child/ren are too unwell to go to school and you report your child/ren absent via the student absence line or by emailing the student absence email address; medical evidence **MAY** be required if your child's attendance is under 90% or where poor attendance is a pattern.
2. It is a special day for religious observance; supporting evidence **MAY** be required.
3. If your child/ren requires **URGENT** medical or dental treatment. Please try to arrange **ALL** appointments for after school or during the school holidays; appointments taken during the school day will require supporting medical evidence.

The school will not grant permission for any other reason.

All absences require a note from the parent or carer stating the reason for their child/ren's absence. Your child should hand this note to their form tutor or take it to the Student Welfare office.

If your child/ren have been absent for three or more days, then medical evidence **WILL** be required.

Holidays during school time will **NOT** be authorised, unless there is an exceptional circumstance. All holidays should be taken during the designated school holiday dates.

Any extended unauthorised absence **MAY** result in your child losing their place at the school.

Authorised & Unauthorised Absence

Authorised absences are mornings or afternoons away from school for a good reason such as illness, Unavoidable emergency medical/dental appointments or other unavoidable causes. For an absence to be authorised, it is key that the school is informed (via the absence number or prior to the absence) and a note is provided.

Unauthorised absences are those which the school does not consider reasonable and for which no authorisation has been granted. This includes:

- Holidays during term time
- Shopping / visiting family member
- Excessive medical illness without a doctor's note
- Taking siblings to school or other caring duties
- Parents providing inappropriate reasons for the absence
- Failure to attend alternative provisions
- Significant lateness once the register has closed
- Birthdays
- Truancy

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FOR

ALL

www.jorichardson.org.uk

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