



PROGRESSION THROUGH EDUCATION AND CARE



Attendance & Punctuality

A guide for parents and carers

www.expanselarning.co.uk

WHY IS GOOD ATTENDANCE IMPORTANT?

Having an excellent education will help to give your child the best start in life. This starts with ensuring your child has excellent attendance.

Attending school ensures that your child:

- Develops essential social skills and builds relationships.
- Improves their chances of achieving good exam results.
- Builds confidence and self-esteem.
- Develops a more positive attitude to school learning and the importance of being punctual and reliable.

WHAT ABSENCES ARE NOT APPROPRIATE?

You should not keep your child off school or allow him/her to be absent:

- To look after the house or other family members.
- To go shopping or visit relatives.
- Because it's raining or poor weather.
- Because you got up late.
- Because they don't want to go.
- For family birthdays or outings.

WHAT SHOULD I DO IF MY CHILD IS ILL?

If your child is too ill to attend school, you should contact us before 9:15am on their first day off and before 9:15am on each subsequent day off.

If no telephone call is received from a parent/carer on the first day of absence, we will endeavour to contact you, asking for verification of absence. This could be by text message or phone call. Therefore, it is important that you provide us with your most up to date telephone number.

WHAT ABOUT MEDICAL / DENTAL / PERSONAL APPOINTMENTS?

Your child may have to be absent from school for medical or dental treatment. The school must be informed and where possible appointments should be arranged after school or in the holidays. We also ask that you provide evidence of your child's medical appointment. This can be in the form of a letter/email/text message from your doctor's surgery. This **MUST** include the student's name.

HOLIDAYS ARE NOT PERMITTED DURING TERM TIME

Leave of absence is not permitted during term time unless there are 'exceptional circumstances'. Family holidays are not classed as exceptional. Taking a leave of absence without prior consent will result in an unauthorised absence.

HOW CAN PARENTS / CARERS ENCOURAGE GOOD ATTENDANCE?

- Support your child in aiming for full attendance.
- Make sure your child understands the importance.
- Avoid taking holidays in term time.
- Take interest in your child's education - ask about their day, praise and encourage their achievement.
- Discuss any problems your child may have at school and contact the school at the earliest opportunity.
- Make sure your child gets sufficient amount of rest and has a regular bedtime. If necessary, take away electronic devices at bedtime to help your child get an early night.
- Ask for help or support from school if needed.

WHAT DOES SCHOOL DO TO ENCOURAGE GOOD ATTENDANCE?

- Reinforces the importance of attendance throughout the school year.
- Produces attendance and punctuality reports each half term for students.
- Refers to Wigan Council services for further support.
- Home visits by pastoral staff.
- Provide rewards for students with excellent attendance and punctuality through the use of our points system.

AT EXPANSE:

- We believe that each day needs to start well and that means arriving on time for school.
- Being on time shows that students are reliable and organised and know that school matters. Employers want good time keepers.
- Being late for school reduces learning time.

If your child is 5 minutes late every day, they will miss 3 days of learning each year. If your child is 15 minutes late everyday they will miss 2 weeks of learning each year.

OUR EXPECTATIONS

- Students are expected to be in school at or before **9:15am**. They **MUST** sign in at reception'.
- Students arriving after this will be marked late.

**MAKE EVERY MINUTE COUNT!**