



## **Attendance and punctuality**

### **Arrival to school**

The school day starts at 8:50. Pupils should be in their tutor rooms at this time.

Our three pupil entrances are open just before 8:40; pupils need to come onto school site and go straight to their tutor rooms. The gates are locked at 8:50 and any pupil arriving after this time is late to school. They will need to go to the main gates and then to reception to sign-in.

### **Reporting absence**

If a pupil cannot attend school for any reason, please can a parent/carer notify the school by emailing [attendancembs@meole.co.uk](mailto:attendancembs@meole.co.uk) or by calling 01743 235961. Please can we be notified of absence as early as possible, and by 10am at the latest.

**Please continue to report absence for each day your child is not in school. This is for safeguarding purposes.**

### **End of the day**

We have a staggered end to the school day.

- Year 7 leave at: 15:00
- Year 8 leave at: 15:05
- Year 9 leave at: 15:05
- Year 10 leave at: 15:10
- Year 11 leave at: 15:10

### **Checking your child's attendance and punctuality**

Our school app, Satchel One, provides a live attendance and punctuality dashboard so that you can keep on top of absence and lateness.



### **Punctuality**

It is important that pupils are able to manage their routines so that they are punctual. If a pupil is late twice to school in one week, parents/carers will receive a letter of notification. If lateness persists, the school will follow steps of action which include: further letters of notification, parent/carer and pupil meetings of support and potential Educational Welfare Officer involvement if lateness does not improve.

### **Persistent absence**

Pupils should aim to meet our attendance target of 96% or above by the end of the school year.

We acknowledge there are exceptional circumstances whereby a pupil might have longer-term absence and the school will support this appropriately. However, for most pupils, attendance below 90% is considered persistent absence and equates to 20 or more missed school days (100+ lessons). It is the same as missing half a day of school a week, each week of the school year.

In cases of persistent absence, the school will aim to support families so that attendance improves and pupils are able to benefit from all aspects of school life. In cases where attendance does not improve despite school support, local authority action will be sought.

***If you are worried about your child's attendance, please do contact your child's tutor or Head of Year as we have a range of support available. The sooner we work together, the sooner an issue can be resolved.***

# ATTENDANCE MATTERS

How much school will you have missed in a year?

