



Good School Attendance Guide

Helping your Child make the most of School

Good School Attendance habits are best started early. Children learn from those around them and you as a parent set the standards and expectations for your child.

Showing your child the importance of attending school every day not only helps your child settle quickly when starting school but helps them to keep and sustain friendships and enjoy the school environment.

We are here to support you, we understand the difficulties some parents can face and will work with you. Trust the experience of the form tutor, Head of Year and school staff and share with them any concerns you may have.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

Remember children can be tired when coming out of school, so a short chat over a snack may produce a better result than a long list of questions.

If your child raises anything that concerns you, it is much better to discuss with us, usually the form tutor, at the earliest opportunity. Allow the school the opportunity to address any concerns or difficulties. This can help put your mind at rest, knowing that your child is safe and is doing well in school.

In Slough we want all children to have a positive experience of school life and be able to reach their full potential. One way in which parents can help their child to do this is by ensuring they attend school regularly.

As a parent you are responsible for ensuring that your child attends regularly and punctually. Starting good habits earlier on is much easier than trying to change poor attendance habits, battling with your child to attend school and struggling to get out of the door on time. Be organised, have a plan, be consistent and involve your child.

We are sure that you share our determination to continue to raise standards and to see ongoing improvements in your child(ren)'s progress. In order to achieve this, it is essential that your child attends school every day so that they can reach their full potential. Students with no absence are 1.5 times more likely to achieve 5 or more GCSEs and 2.8 times more likely to achieve 5 or more GCSEs at grade 4 or higher including English and Mathematics than students missing 15-20 per cent of lessons. 90% over 5 years at Secondary school equates to half a school year missed and the achievement at GCSE will be, on average, one grade lower.

School absence falls into one of two categories; **authorised**, those which schools can give permission for and **unauthorised**, those which they will not.

Examples of absence which the school is **unlikely to authorise** can include;

- Sickness of a parent, or other family member,
- Inadequate clothing for school,
- Child being used as a carer,
- Problems with transport,
- Non urgent medical treatment,
- School refusal or truancy,
- Days off for birthdays, shopping trips etc.
- Family holiday.

Whilst as a parent you may think you can give your child permission to be at home, you cannot. The only person who can give permission for a child to be absent from school is the school's Headteacher.

Term Dates 2022/2023

2022 AUTUMN Half Term 1

INSET Thursday 1st September 2022 and Friday 2nd September 2022

Monday 6th September 2022 – Friday 21st October 2022

Half Term Holiday Monday 24th October 2022– Friday 28th October 2022

2022 AUTUMN - Half Term 2

INSET Friday 2nd December 2022

Monday 31st October 2022 - Friday 16th December 2022 (12.30pm)

CHRISTMAS HOLIDAY Monday 19th December 2022 – Monday 2nd January 2023

2023 SPRING - Half Term 3

INSET Thursday 9th February 2023 and Friday 10th February 2023

Tuesday 3rd January 2023 – Friday 10th February 2023

Half Term Holiday Monday 13th February 2023 – Friday 17th February 2023

2023 SPRING - Half Term 4

Monday 20th February 2023 – Friday 31st March 2023 (12:30pm)

EASTER HOLIDAY Monday 3rd April 2023 – Friday 14th April 2023 (Good Friday 7th April 2023; Easter Monday 10th April 2023)

2023 SUMMER - Half Term 5

INSET Tuesday 2nd May 2023

Monday 17th April 2023 – Friday 26th May 2023

Half Term Holiday Monday 29th May 2023 – Friday 2nd June 2023

2023 SUMMER – Half Term 6

Monday 5th June 2023 – Friday 21st July 2023 (12.30pm)

If your child is absent from school, you must notify us by telephone call (by 9.30am) on the first day of absence (school's absence line: 01753 520824 Option 1) and follow this up with a note or medical evidence once the child returns to school. The school's Headteacher or the Attendance Officer will decide whether or not to authorise the absence, depending upon the reason given.

Most childhood sickness that prevents school attendance will be classed as authorised absence. However, if your child is frequently absent from school due to sickness, the school can ask that you provide medical evidence or we may have to stop authorising the absences. This does not mean that the school do not believe you or your child, but that they want to do the best for you by ensuring your child can attend school as much as possible, providing extra support.

As a parent you can help keep your child's level of absence down by sending them into school every day and arriving on time. At Slough and Eton the registers close 30 minutes after the beginning of the start of the school day. Arriving after this time will mean your child is marked as having an unauthorised absence and this could lead to a fine being issued.

Help support your child and your school by keeping absence rates down. Children who are frequently absent are usually those who fall behind and find it hard to keep friendships, which can lead to them being unhappy in school.

Since September 2013, Headteachers have only been able to grant leave of absence for exceptional circumstances. As a rule a family holiday or travelling abroad is not considered to be an exceptional circumstance.

Reduce absence due to medical reasons by making non-urgent medical appointments for your child outside of school hours. Always let us know the type of illness your child has that prevents them attending at the start of the school day. They will guide you as to whether your child needs to be absent from school all day and when they should expect to return.

Mrs R Begol
Attendance Officer
Slough and Eton Church of England Business and Enterprise College
Telephone 01753 520824 Ext 2219

REMINDER

All students must be in school by **8.25am** ready to start at 8.30am. Poor punctuality will not be accepted as we want all students to have a positive start to the day by being on time and ready to start their lessons, **every minute matters**.

Every student should be aiming to achieve the national average percentage attendance of 96% by the end of the academic year.