



Good School Attendance Guide

Helping your Child make the most of School

Attendance at Slough and Eton - Working together will get the best results for your child

School attendance is an important part of giving your child the best possible start in life and for their future. Your child will only get one chance at an education and research shows that students who miss school frequently can fall behind with their work and do less well in exams. Good attendance and punctuality show potential employers that your child is reliable. Students who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

At Slough and Eton, we want all children to have a positive experience of school life and be able to reach their full potential. **Every student should be aiming to achieve the national average percentage attendance of 96% by the end of the academic year.** All students must be in school by **8.25am** ready to start at 8.30am. Poor punctuality will not be acceptable 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.**

What parents and carers can do to help ensure good attendance at school: -

- Let your child know how important education is
- Ensure your child arrives punctually and is properly equipped
- Send your child to school every day
- Make time to encourage and show interest
- Attend school parents' evening and events
- Avoid taking family holidays during school term time
- Try to make appointments outside the school day or in the school holidays. If it is during the day do not let your child miss the whole day
- Check homework has been completed
- Make sure your child gets a good night rest

What about Absence?

- It's the parents' responsibility to let the school know the reason for their child's absence as soon as possible, on the first day of the absence.
- Parents and carers can only explain absences; they cannot authorise them.
- The school decides whether explanations about absences are acceptable and if they can be authorised.
- If your child has too many authorised or unauthorised absences, then someone from school will contact you to find out what can be done to help get your child back into school regularly.

Absence can hide problems that we could be sorting out together:

Staying away from school and not wanting to go to school for a variety of reasons (like tummy ache, feeling sick etc.) often means that there is something, which is worrying your child.

- Even minor matter(s) can be very big worries or concerns to your child. You may spot changes in the way your child usually behaves. Other things may happen like sleepless nights, pretending to be sick or just looking for reasons to stay at home.

What can I do if my child refuses to attend school?

- Never cover for your child(ren)
- Discuss your worries with the school at the earliest opportunity – we want to help
- Make sure that your child understands that you do not approve of him/her being absent

What happens if my child does not attend regularly or is persistently late to school?

- We may inform you that we are no longer able to authorise your child's absence without proof of the reason
- The school may request a supportive meeting
- The Attendance Officer will draw up an Attendance/Punctuality Action Plan
- The school may instruct Slough Borough Council to issue you with a penalty notice (fine) or a warning period both of which could lead to prosecution

Just 17 days absent from school a year could mean a drop in a GCSE grade in all subjects.

Attendance during one school year	Equals this number of absent days	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	54 lessons
90%	19 days	4 weeks	114 lessons
85%	29 days	6 weeks	174 lessons
80%	38 days	8 weeks	228 lessons

Penalty Notice Changes

With the induction of the new National Framework for Penalty Notices, the following will come into force for absences that start after 19th August 2024. This is nationwide and also across borders if you move school or house. Term Time Leave is only allowed in exceptional circumstances communicated in advance with evidence provided as soon possible to the Headteacher.

First Offence

The first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days. Reduced to £80 per parent per child if paid within 21 days.

Second Offence

Within 3 years of the first offence the second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days. No reduction for early payment.

Third Offence Onwards

Within 3 years of the first offence

The third time an offence is committed for unauthorised term time or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child. Cases found to be guilty in Magistrates' Court can show a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education.

Don't Forget Penalty Notices are issued Per Parent, Per Child.

For example, 3 siblings absent would result in each parent receiving 3 fines. This could amount to £960.

Please ensure you communicate with your child's school

Term Time Leave is only allowed in exceptional circumstances

communicated in advance with evidence provided to the Headteacher.

10 sessions in 10 weeks – Penalty Notices will be considered for any 10 sessions of unauthorised absence in 10

If your child is absent from school, you must notify us using the 'Parent App- Weduc', or email attendance@slougheton.com or telephone by 9.00am (school's absence line: 01753 520824 Option 1 - Yr7 to Yr11, Option 2 – Sixth Form). You must contact the school every day that your child is absent 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 absence. 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.

If your child arrives to school after 8.30am they will be marked with a L=late or a U=unauthorised lateness (if arriving after 9.00am). Persistent lateness will be followed up with a phone call home, letter, possibly a meeting and if no improvement this could lead to a fine being issued.

Students in Years 7 to 11, must be collected by their parent/carer if they need to leave during the day for an appointment or any other reason. Proof will be required in advance so that a note can be added to the register in order for the teacher to release the student from lesson with minimum disruption.

Since September 2013, Headteachers have only been able to grant leave of absence for exceptional circumstances – a 'Withdrawal from Education' form can be requested from the Reception or Attendance Office by emailing attendance@slougheton.com. As a rule, a family holiday or travelling aboard is not considered to be an exceptional circumstance.

Term Dates (2024/2025)

Autumn 2024

INSET Monday 2nd and 3rd September and Friday 29th November 2024

Term Starts on: Wednesday 4th September 2024

Half term break: 28th October to 1st November 2024

Term ends on: Friday 20th December 2024

Spring 2025

INSET Monday 6th January and Friday 14th February 2025

Term Starts on: Tuesday 7th January 2025

Half term break: 17th February to 21st February 2025

Term ends on: Friday 4th April 2025

Summer 2025

Term starts on: Tuesday 22nd April 2025

Half term break: 26th May to 30th May 2025

Term ends on: Friday 18th July 2025

Mrs R Begol

Attendance Officer

Telephone 01753 520824 Ext 2219