



ATTENDANCE MATTERS

An Information Booklet
for Parents/Carers and Students

BELONG
BARKING

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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 Barking Abbey School.

If you ever have any concerns or queries, please do not hesitate to contact our Admissions and Office team on **0203 967 7030**.



Why School is Important

Why?

- "... to learn more."
- "... to find out more about the world."
- "... to enjoy making and doing things."
- "... to be happy with friends."
- "... to share what we can do."
- "... to work together with others."
- "... to get good exam results."
- "... to get to college or university."
- "... to get a good job."

Students cannot achieve these if they are not in school

Information for Parents and Students

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

As a student you should:

- have a regular bedtime
- have your own alarm clock
- get a friend to call for you on the way to school
- get your school bag ready the night before
- get up at the same time every day
- have a regular study time

It also helps if parents....

- take an interest in school work
- work with the school by signing the school Learning Journal once a week
- praise your child's efforts
- monitor their child'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."**

This means they should wear uniform, they must have their books, pens, pencils, PE kit etc. and not be too tired, worried or hungry. Parents must also make sure that:

"....pupils complete homework on time and keep to school rules about behaviour."

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

Absence Notes

Parents and carers should explain absences but they cannot authorise them.

Only the school can decide whether explanations about absence are acceptable and can be authorised.

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



A Checklist for Parents

Your child can only receive authorised absences if:

1. They are too ill to go to school. Medical evidence may be required.
2. It is a special day for religious observance.
3. If they need to receive **URGENT** medical or dental treatment. Please try to arrange check-up appointments for after school or during the school holidays.

The school will not give permission for any other reason.

All absences require a note from the parent or carer. Your child should hand this note to their Form Tutor or take it to the office.

If your child has been off for three or more days then medical evidence will be required.

Holidays in school time will **not** be authorised. All holidays should be taken during the school designated holiday times.

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

Structure of the School Day

Students **must** be in school by 8.25am every day.

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

Start	End	
8.30	8.50	Registration/Tutor Time
8.50	9.50	Period 1
9.50	10.50	Period 2
10.50	11.20	Break
11.20	12.20	Period 3
12.20	13.20	Period 4
13.20	14.00	Lunch
14.00	15.00	Period 5
15.00	15.30	Student Reflections

What to Do in the Case of an Absence

For every day of unplanned absence, parents should telephone the school and leave a message stating the student's name, form group and the reason for the absence.

Students' Feedback on Attendance

Some of our students were asked to give reasons why they felt it important to attend school. Here are some of their responses:

"To achieve my ambition I need to attend school to learn."

"Attending school helps me and gives me the opportunities to aim high in life."

"I meet others and broaden my interests."

"Going to school prepares me for life. It gives me an opportunity to share my views and knowledge with others. At school I learn to work as part of a team."

Information for Students

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

"...you don't know how to do the work."

"...you feel a bit left out."

"...you get left behind."

"...you have to make friends again."

"...you lose touch."

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

Being on Time

- Being late for school or for a lesson puts you at a disadvantage.
- If you arrive late you will be given a 30 minute student reflection the same day.
- If you arrive at school after 9.20am you will be marked as an unauthorised absent and will not be permitted on site until contact home has been made.
- Being late means you miss notices and activities in Tutor Time.
- When you are late you interrupt lessons and the learning of other 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.

What Happens if I am Absent from School

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

We strongly encourage 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 better understand and effectively support the student's needs.

It's important to note that we strive not to penalise students whose attendance is affected by diagnosed medical needs. Our pastoral teams are dedicated to collaborating with families to provide necessary support, ensuring that circumstances beyond their control do not hinder the student's educational progress.

We acknowledge and celebrate any improvements made to a student's 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.

At risk strategies that may be used to support your child to improve their attendance to school		
1	121 Form Tutor/ Pastoral team interventions	Ongoing throughout period of low attendance
2	Formal attendance letter issued to family	Each half term - letter
3	Pastoral Team communication with family & student	During period of low attendance
4	Parental meeting with Pastoral Team	During period of low attendance
5	Referral to outside agencies may be implemented where necessary	During period of low attendance
6	Attendance support plan put in place	Attendance plan created within a week of the threshold being hit
7	Home visit may take place where necessary	During period of low attendance
8	Families at risk of legal action by LBBD	During period of low attendance
9	Referral to children's services will be implemented where necessary	During period of low attendance

<p>Expected - Aspirational Attendance Target (95-100% attendance)</p> <p><i>Maximises chances to make more than significant academic progress.</i></p> <p>School attendance communication to family each week Positive letter home Achievement points awarded Certificate of attendance and badge award 100% attendance badge awarded</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>School attendance communication to family each week Strategy 1: At Risk Strategies used by Pastoral teams to improve and support with attendance Strategy 2: Formal attendance warning letter issued</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>School attendance communication to family each week At Risk Strategies used by Pastoral teams to improve and support with attendance: Strategy 1 & 2 Strategy 3: Pastoral Team communication with family & student Strategy 4: Parental meeting with Pastoral Team</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>School attendance communication to family each week At Risk Strategies used by Pastoral teams to improve and support with attendance: Strategy 1,2,3,4 Strategy 5: Referral to outside agencies may be implemented where necessary. Strategy 6: Attendance support plan put in place.</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>School attendance communication to family each week At Risk Strategies used by Pastoral teams to improve and support with attendance: Strategy 1,2,3,4,5,6 Strategy 7: Home visit may take place where necessary Strategy 8: Families at risk of legal action by LBBD</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> <p>School attendance communication to family each week At Risk Strategies used by Pastoral teams to improve and support with attendance: Strategy 1,2,3,4,5,6,7,8 Strategy 9: Referral to children's services will be implemented where necessary.</p>

Lost Days of Learning

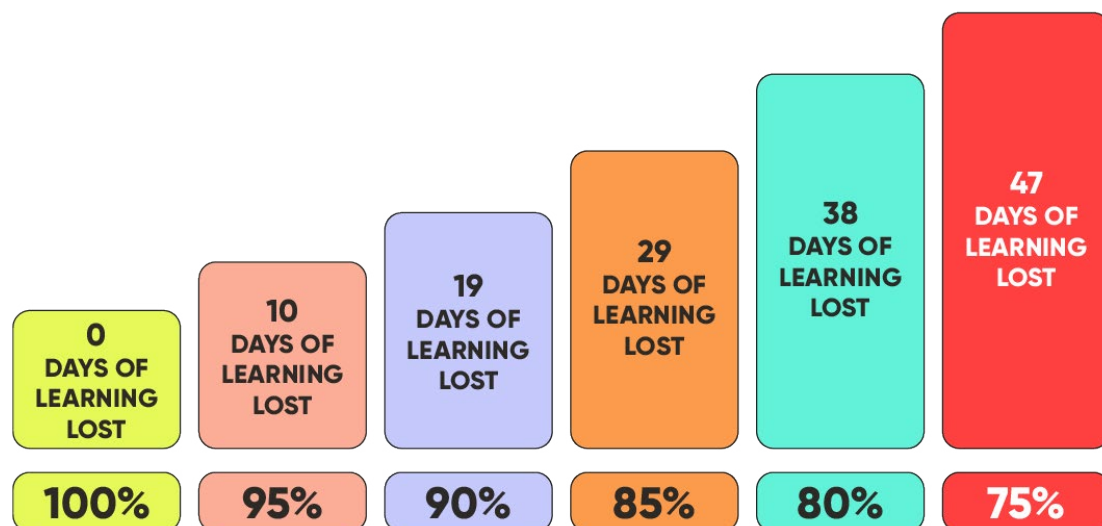
- A calendar year has 365 days, or 52 weeks or 12 months
- A school year has 195 days, or 39 weeks, 6 half-terms, 3 terms
- INSET School Training Days total 5 in each year
- Students are expected to attend 190 days
- School day is divided into two sessions. Therefore, students should have 380 sessions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

Barking Abbey School Attendance Target is 95%

WHEN PUPILS ATTEND, THEY...

CAN ACHIEVE THEIR FULL POTENTIAL	✓
HAVE BETTER CAREER PROSPECTS	✓
DEVELOP CHARACTER AND RESILIENCE	✓
IMPROVE THEIR MENTAL WELLBEING	✓

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.

