



Greenwood
School

Passionate about Progress

Attendance Guidance



Greenwood School

Phone 02380 423827

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Website www.greenwood.hants.sch.uk

Attendance Expectations

Greenwood School expects all students to aspire to attain at least 90% attendance.

We do not authorise absence except for in exceptional circumstances.

Greenwood School is keen to support parents/carers and students to attend school and as a partnership the school/parents/carers and students should adhere to the following expectation.

Expectations of the School:

- Weekly information to students from keyworkers on their attendance.
- Contact from keyworkers to parents at the end of every day.
- Termly academic report including attendance figure.
- Opportunities for parents/carers to contact the school to discuss issues about attendance.

Expectations of Parents:

- Ensure their child arrives at school between 8.45 and 9am.
- Contact the school on 02380 423827 if their child is unable to attend due to illness.
- Advise the Headteacher in writing of any intended absence for approval before the day of absence.

Expectations of Students:

- Attend School or their off-site provision every day.
- Arrive at school between 8.45 and 9am.
- Arrive on time for lessons.

Punctuality:

Arriving on time at the start of the day and arriving at lessons on time is crucial if your child is to achieve their true potential, it may only be a few minutes here and there but it does add up.

- 5 minutes late each day means the equivalent of three whole school days across the year.
- 15 minutes late each day equates to 10 school days.
- 25 minutes late each day could mean up to 19 school days are missed.

Absence Consequences

School attendance is also important because the law requires it. As a parent, you are legally responsible for making sure your child gets a full-time education. For most people this will mean registering a child at school and making sure they attend.

If your child is missing from school then we will contact you within 30 minutes of registration closing. If absence continues we will contact you to try and resolve any potential problem. If absence persists then we will refer cases to the Attendance Legal Panel who will decide the next steps. These steps could involve a £60 penalty notice (doubled if not paid within 21 days). In serious cases fines can escalate up to £2500 or even prison sentences of up to three months.

When is it acceptable for a child to miss school?

- Illness – Follow the NHS guidelines for how long your child should stay off school. For example Diarrhoea or vomiting should mean at least 24 hours away from school since the last episode.
- Bereavements – Let the school know at your earliest convenience so that staff and students can support your child upon their return.
- Religious Festivals – Requests should be made well in advance of the required dates.
- Medical Appointments – Should only affect one child and in most cases will be for a small part of the day. Appointments should always be made out of school hours unless unavoidable.

When is it not acceptable for a child to miss school?

- Holidays – All requests must be made in advance of the trip by completing a holiday form.
- Birthdays – Your child should be in school on this day.
- Shopping – Is not a reason to miss school.
- Truancy – Persistent truancy will result in prosecution of the parents.

Attendance Support

One way to prevent the amount of time your child needs to stay home is to prevent illness in the first place. Having children go through their full course of immunisations can be an important first step to keeping them healthy.

Personal Hygiene reminders:

- Maintain social distancing when inside school buildings.
- Wear a mask when and where instructed to.
- Wash hands frequently using soap or hand sanitiser.
- Throw away tissues into a bin after use and then wash your hands.
- Do not share food with others.
- Do not share drinks with others.



Help and advice:

ACE Education Advice & Training

For parents and carers ACE provides independent advice and information on state education in England.

Childline

Free confidential helpline for children 0800 1111

Family Lives

If you would like support and advice, you call our confidential helpline on 0808 800 2222. You can contact us about any family issue, big or small.

Attendance Matters:

Students with below 50% attendance in school only give themselves a 3% chance of attaining 5 GCSE grades of 4-9 including English and Maths.

Students whose attendance is above 96% give themselves a 73% of attaining 5 GCSE grades of 4-9.

