

Important Information **on School Attendance**

If your child's attendance drops below 90% you will automatically receive a letter notifying you of the situation (a copy will be forwarded to the Education Welfare Officer to monitor your child's attendance).

This percentage drop will take into account:

authorised/unauthorised absences

If you are unaware of any absences for your child, it is imperative that you contact us immediately in order that the appropriate checks/amendments can be made.

Any absence from school is a cause for concern!

It is generally accepted that attainment is better if attendance is high.

Regular Lateness = Absence

Over a school year:

5 minutes late every day = 3 days absent

15 minutes late every day = 10 days absent

30 minutes late every day = 19 days absent

Regular Attendance = Increased Attainment

90% attendance = 19 days absent

85% attendance = 29 days absent (half a term)

80% attendance = 38 days absent

75% attendance = 47 days absent



School Attendance

Cardinal Griffin Catholic College

At Cardinal Griffin Catholic College we are constantly striving to improve School Attendance.

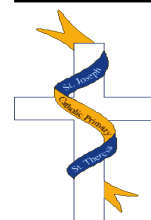
We hope this leaflet will fully explain the procedures for School Attendance, with a view to making the system easier for parents, pupils and the school.

Contact Numbers in School

School Attendance Officer
Mrs Bayliss (ext 233)

School Absence Line
01543 502215 (option 1)

School Mobile/Text Service (24 hrs)
07976 191013



We are wholly supported by our Catholic feeder schools



School Attendance ~ School Attendance ~ School Attendance

It is a pupil's responsibility to get a present mark!

Why is Attendance Important?

- Good Attendance = Good Attainment (grades, exams etc)
- Confidence Building (pupils find it difficult to catch up if they are often absent from school)
- Gain important social/life skills
- Form genuine friendship groups
- Achievement of qualifications, which in turn gives better prospects for the future

Illness

If your child is ill, please telephone **01543 502215** and *press 1 for the absence line* or, alternatively, send a text message to **07976 191013** (24 hours service). The information you need to leave is:

Pupil's Name

Date of Absence

Year/Tutor Group

Reason for Absence

Note: It is acceptable for you to leave a message - you do not have to speak to the Attendance Officer unless you have specific issues you wish to discuss.

If we do not receive this information on each and every day of your child's absence, you will automatically receive a text message requesting you respond with the above information.

Upon return to school, parents are required to make a note in their child's daybook, confirming the reason for absence.

Medical evidence maybe requested for absences.

Lateness

If a pupil is late for morning registration (for whatever reason, including a late school bus), the pupil must report to Reception to get a Pass.

Note: This applies to all pupils late for their first lesson even if they were in school early to see a teacher, attend a music lesson, an errand etc. Also, pupils arriving at school after a medical appointment must also report to Reception to collect a Pass.

Without a Pass, pupils will be marked as absent and parents will automatically receive a text message to advise that their child was not present for morning registration.

School Texting Service

Registration is taken during Period 1. Once the registers have been taken, a text message will automatically be sent home to all parents of pupils with an absent mark.

It is therefore important that pupils follow the correct procedure in order to obtain a present mark. This will in turn prevent a text message being sent and avoid worrying you unnecessarily.

Holidays

Holidays during the school term **MUST NOT** be taken.