

St Bede's Catholic College



**SCHOOL ATTENDANCE
EVERY DAY COUNTS**

IF YOU WOULD LIKE TO DISCUSS ANY OF THE
MATTERS IN THIS LEAFLET FURTHER PLEASE
CONTACT:

Mrs Derrick
Welfare and Attendance Officer

St Bede's Catholic College
Long Cross
Lawrence Weston
Bristol
BS11 0SU

Telephone: 0117 377 2200
Attendance Line: 0117 377 2228

**HELP YOUR CHILD TO
ACHIEVE THEIR BEST**

Why attend every day?

Good school attendance gives pupils the opportunity to succeed and helps develop skills for life. Your child should attend school every day unless absence is unavoidable due to illness.

Missing school damages a pupil's learning.

Research shows that 17 days of school missed often leads to a drop of a GCSE grade, disrupts routines and can make pupils vulnerable to crime.

Pupils should never miss school for reasons such as shopping, birthdays or to wait in for a repair person.

Missing school seriously affects life opportunities.

Why are penalty notices issued?

Parents commit an offence if a child does not attend school regularly and the absence is not agreed by the school (unauthorised). In some cases unauthorised absence may result in prosecution under Section 444 of the Education Act 1996.

The Anti Social Behaviour Act 2003 introduced Penalty Notices as an alternative to prosecution. A Penalty Notice does not require a court appearance, but still aims to improve attendance.

How much is a penalty notice?

£60 if payment is made within 28 days.

£120 if paid after this but within 42 days.

When will they be used?

Penalty Notices may be used where absence is unauthorised, for example when:

- a parent has taken a child on holiday during term, as this will no longer be authorised due to the introduction of new government regulations in September 2013.
- pupils are regularly late for school after the register has closed.
- a pupil has 8 or more unauthorised absences within a previous 10 week period.

What should I do if my child is truanting?

If your child is truanting you can:

- talk to them - try to find out why.
- contact Mrs Derrick, Welfare and Attendance Officer, for advice and guidance (contact numbers overleaf).
- meet with their Head of House/Year to discuss the situation and look for solutions.
- try to understand what is happening for your child and help them resolve the problem.

Education is the key to future success so it is important to solve issues as quickly as possible.

Why am I being sent this leaflet?

This leaflet is being sent to parents so they are aware of the need for their child to attend regularly and on time to achieve their best.

It is important that parents understand their responsibilities and the consequences of their child having unauthorised absence from school.

What should I do if my child is absent from school?

Telephone the school as early as possible on the first morning of absence, to give the reason, using our Attendance Line 0117 377 2228.

Make routine dentist and doctor appointments after school or during school holidays. If you have to make an appointment during school time, help your child to be at school for most of the day and let the school know about the appointment.

You may be asked for a medical certificate or appointment card if your child is regularly absent due to illness or dental/medical appointments.

What if I want to go on holiday?

From September 2013 the Principal will no longer authorise absences for family holidays.

If your child needs to be absent from school for an exceptional reason, please complete the "Leave of Absence" form which is available from Reception, or the school website www.stbedesc.org, and return it to their tutor at least ten days before the planned absence. Please enclose with the form any supporting evidence relating to that planned absence.