

## ATTENDANCE

## PUNCTUALITY

### STATISTICS

Attendance during one School Year	Equals Days Absent	Which are approximately weeks absent	Which means this number of Lessons missed		Per Day	Per Year
95%	9 DAYS	2 WEEKS	36		5 Minutes	3.4 Days
90%	19 DAYS	4 WEEKS	76		10 Minutes	6.9 Days
85%	28 DAYS	6 WEEKS	112		15 Minutes	10.3 Days
80%	38 DAYS	8 WEEKS	152		20 Minutes	13.8 Days
75%	47 DAYS	10 WEEKS	188		30 Minutes	20.7 Days
70%	57 DAYS	11.5 WEEKS	228		Gates open at 8:23am Gates Close at 8:24am  <b>Sanction for Late to school</b> Miss Tutor time – detention 1 hour detention after school U code if after 9am Daily text home Letter home if late twice <b>Can result in FPN Fine</b>	
65%	65 DAYS	13.5 WEEKS	260			
There are <b>4</b> lessons every day.	Each lesson is <b>75</b> minutes long	<b>190</b> school days each Year	<b>175</b> Days for shopping, holidays, illness			

# Reducing Absence

Every half-day absence from school must be classified by the school (not the parent/carer), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required in writing – either by letter, note or email to your child’s tutor or the attendance team – [attendancedesk@theregisschool.co.uk](mailto:attendancedesk@theregisschool.co.uk).

You need to be aware that although you may provide a reason for absence, it is the school who decides if the absence is recorded as authorised or unauthorised. “Unwell” is not acceptable. The Attendance Team will call home for any absences with no notification from parent or students with low attendance even if a call was left on the absence line to encourage same day attendance for the student. We have a leaflet on our website outlining general advice for colds/headaches/stomach aches and migraines.

**BE SAFE:** - Truancy/unsupervised absences can put a student at risk. Persistent absentees are statistically more likely to become:

- Teenage parents
- Unemployed or homeless
- Engage in petty crime
- Engage in drug abuse

The attendance team will send a truancy text to parents of all absent students by 9.30am each morning. If we do not receive any notification the absence will be marked as unauthorised. Following 3 unauthorised absences within a 10-week period can result in an FPN warning letter. An FPN fine can occur with 5 unauthorised absences within a 10-week period. These unauthorised codes will include the code U for late after register. Register at The Regis School closes at 9am.

**90% and below (more than 19 days)**

**=**

**A PERSISTENT ABSENTEE**

**The Law-** *The Education Act 1996 requires parents to ensure that children of compulsory age receive efficient full-time education. The law says that parents/carers whose children of compulsory age are absent from school without good reason are committing an offence. High levels of absence can lead to involvement by the schools Senior Attendance Officer Mrs Monica Bowen.*

**Lateness-** Poor punctuality is **NOT ACCEPTABLE**. If your son/daughter misses the start of the day, they can miss essential work. Late arriving students also disrupt lessons which can be embarrassing for the student and can also encourage absence.

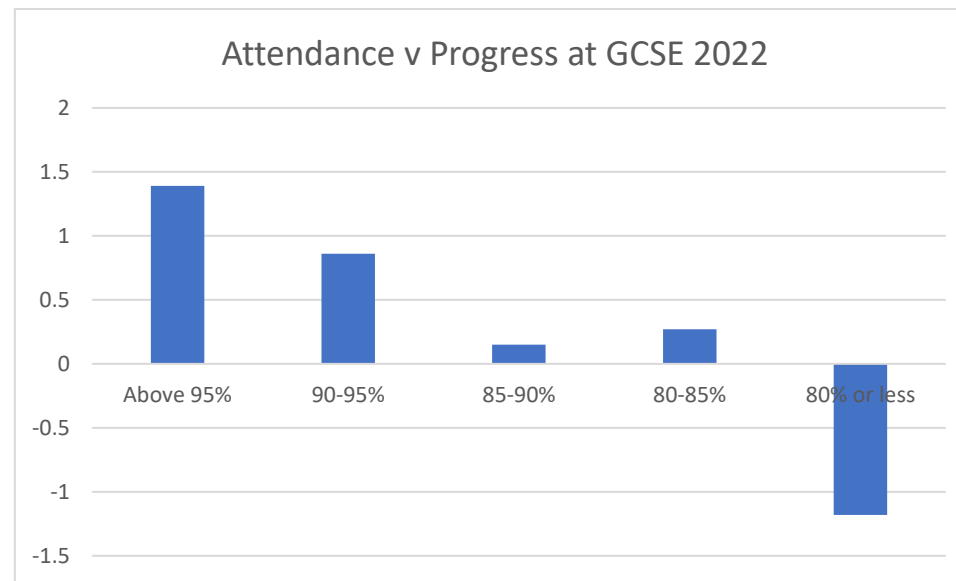
- Students who are late to school will serve a detention during tutor time and write 1 page of work from a Knowledge Organiser.
- Students will also receive a 1-hour detention the day of their Year Group detention allocation rota.
- A text message will be sent home daily to students who are late to school.
- Parents will receive a letter if a student is late to school with no valid reason twice in one week. If a student is persistently late, parents will be invited to a meeting with the Senior Attendance Officer to discuss support to ensure on time school attendance.

The school day starts at 8.15 when the gates open for Line Up. Gates close at 8.23am and students are then considered late. We are all working very hard to ensure your son/daughter has the best chance to be successful. Attendance is a crucial factor in this success. If you have any questions or concerns regarding your son/daughter's punctuality, please contact their Tutor or Head of Year.

**Absence Line-** It is the parents/carers responsibility to contact the school to report any absence. Please call 01243 865892. We ask parent/carers to contact the school by 8.30 on each day of absence. Alternatively, you can email the attendance desk on [attendancedesk@theregisschool.co.uk](mailto:attendancedesk@theregisschool.co.uk).

**Please avoid calling on the day** of a hospital/orthodontist appointment, contact the school when you are notified of the appointment. We expect students to come to school before and/or after an appointment. We do take into consideration some appointments may be all day.

**Holidays-** In total there are 178 non school days a year. It is our policy not to authorise any term time holidays to any student. Holidays are only authorised at the discretion of the Principal in exceptional circumstances. Taking a holiday during term time, seriously affects your child's attendance and in turn their attainment. **If an unauthorised holiday is still taken, this may result in a Fixed Penalty Notice being served.**



Y11 Students that had attendance above 95% in 2021-22 achieved on average almost 1.5 grades above expectation in their GCSEs. Whereas students with attendance below 80% achieved on average more than 1 grade lower than expectation in their GCSE results.

**Attend Today, Achieve Tomorrow**