

Attendance and Punctuality at Manor School



Nene
Education
Trust

The greater the attendance, the greater the achievement

Parents/carers are supported, with a focus on positive and proactive solutions to encourage excellent attendance.

Excellent attendance requires a three way partnership between student, their parents/carers and our school.

Achievement of students is directly linked to attendance.

Encouraging regular school attendance is one of the most powerful ways we can prepare our students for success, both in school and in life.

What does good attendance mean?

Example: A student in Year 7 has 90% attendance. The student thinks this is pretty good.

90% attendance is the equivalent of half a day missed every week of the school year.

If the student's attendance stayed at 90% for the whole year, they would miss out on 4 full weeks of learning. Over 5 years at Manor School, this equates to missing half a year of their education.

Percentages of attendance over a six week term:

	Attendance	Time off school
Excellent	98%+	1 day off
Good	95%+	1.5 days off
Needs improvement	90%+	2 days off
Concerns	86%+	3 days off
Serious concerns	85%	4.5 days off

Did you know?

- Schools are legally required to take two registers – one in the morning and one in the afternoon. At Manor, we take our morning register at 8:35am, and our afternoon register at 1:50pm.
- Persistent absence is defined as attendance which is 90% or less.
- Research has shown that achievement is directly linked to attendance. Students with a high level of attendance invariably perform better in class and in examinations.
 - A student's attendance can affect the number of GCSEs they will pass at grade 4 or above.
 - Students with over 90% are more likely to gain 5 or more GCSE or equivalent qualifications.
 - Students with less than 85% attendance are unlikely to gain 5 or more GCSEs or equivalent qualifications

How can parents/carers support attendance?

- Talk to your child about school.
- Take a positive interest in your child's attendance and work, including homework.
- Attend parent/carer consultation evenings, forums and other school events.
- Arrange appointments outside of school time or consider only early morning or late afternoon appointments if not possible, ensuring your child attends school either side of the appointment.
- Take holidays only during the school holiday periods.

What should I do if my child is absent?

- Inform the school's attendance officer immediately on the first day of absence, and any subsequent days.
- After recovering from illness, make sure your child makes a prompt return to school, showing resilience.
- Provide medical documentation for periods of illness / appointments.

What should I do if I'm worried about attendance?

Contact the school's attendance team to discuss your concerns. We will set up a meeting to discuss any issues, as sensitively and positively as possible.

Punctuality

If a child is late but the register is still open they will be marked as late. If the register has already closed when a child arrives and without a satisfactory explanation, it may be classed as unauthorised absence.

Arriving late to school every day by 5 minutes adds up to over 3 full days lost per school year.

Contact the school attendance team:
attendance@manor.school **01933 627020**