



Supporting Attendance

Every Lesson Counts

Promoting regular attendance to school is part of our commitment to Safeguarding, safety and happiness and in raising high levels of achievement.



Good attendance at school is the single most important factor to ensure that young people have the maximum life chances.

Good habits of attendance and punctuality are key life skills.

Promoting attendance is everyone's responsibility

Days off school add up to lost learning



Did you realise that....



* 90%
Attendance =
Less than
50% chance
of achieving
the
government
benchmark
% of GCSE
Grades at 9
– 5 in
English and

90% attendance sounds pretty good ...

But what does that really mean?



90% attendance means $\frac{1}{2}$ a day missed every week!

Mon	Tue	Wed	Thur	Fri
		?		

Absent half a day every week

1 school year at 90% attendance means **4 whole weeks** of lessons missed!

90% attendance over 5 years if secondary school means $\frac{1}{2}$ a year missed!



Form time is an important part of the school day.

Form Tutors are the main point of contact for students and deliver important messages, setting up for the day ready to learn.

All students should arrive to school by 8.35 am – Registration time is 8.40am and any students who arrive after this time, who does not have a valid reason, will be marked as late to school and receive a break detention.

How can you encourage attendance and punctuality?



- Ensure your child is fully prepared the night before with school uniform organised and school bag packed with the correct equipment, PE kit and homework
- Instil good practises of attendance and punctuality from the start of Year 7 and recognise any signs of bad habits as they become hard to break later in school life
- Do not keep your child at home if your child is worried or has a problem, the best way to support your child is to arrange a meeting in school with your child's Form Tutor, Year Manager or Head of Year to address the situation. The more time your child is absent the harder it is for them to return to school.
- Contact the school at the first opportunity if your child is genuinely ill or unable to attend and speak to the Attendance Officer if there is a problem or reason why your child finds it difficult to attend regularly, or on time.
- Please try to organise non-urgent appointments outside of school time and keep medicals to half day of absence at the most where possible.
- Praise your child for their achievements in school
- Take time to talk to your child about what they have done in school, showing an interest will exhibit the importance of school to your child



Having excellent attendance will provide your child with the opportunity to make new friends (social time in school is as important as academic studies), to learn new skills and enjoy new experiences through learning.

It is vital to encourage independence to give them the best chance of having a good career in the future.

We encourage good attendance and punctuality by recognising excellent and good attendance weekly in form with form tutors awarding STAR achievement points, in assemblies and end of term assemblies where we have special celebration assemblies that reward excellent attendance as well as other achievements.



Parents / Carers have a responsibility to contact school on their child's first day of absence with an explanation and likely duration of absence

Wherever possible call the Absence Line: 01304 610039, email: attendance@sandwich-tech.kent.sch.uk or [Report an absence using the online form](#) before 8.30 am on the day of absence.

If you expect your child to be absent, please send in medical evidence from your doctor or hospital.

If your child becomes a cause for concern, we will request evidence of illness or appointments (this can be the school medical card stamped and dated from your G.P or medical centre, or even the prescription copy). Should we not receive medical evidence the absence will be recorded as unauthorised – and may result in a penalty notice being issued or legal court proceedings). The Parents and Carers will also be invited to attend a meeting with the school Attendance Officer and Year Lead for a plan of action to improve attendance/punctuality and to investigate any support that may be needed.