



Attendance Matters

A place where everyone plays a part in strengthening our learning community through **motivation, commitment, and care**



Minsthorpe
Community College



Good attendance and punctuality are vital for success at College and to establish positive life habits that are necessary for future success.

All parents/carers should promote good attendance and work in partnership with their child's college to provide a cohesive approach.

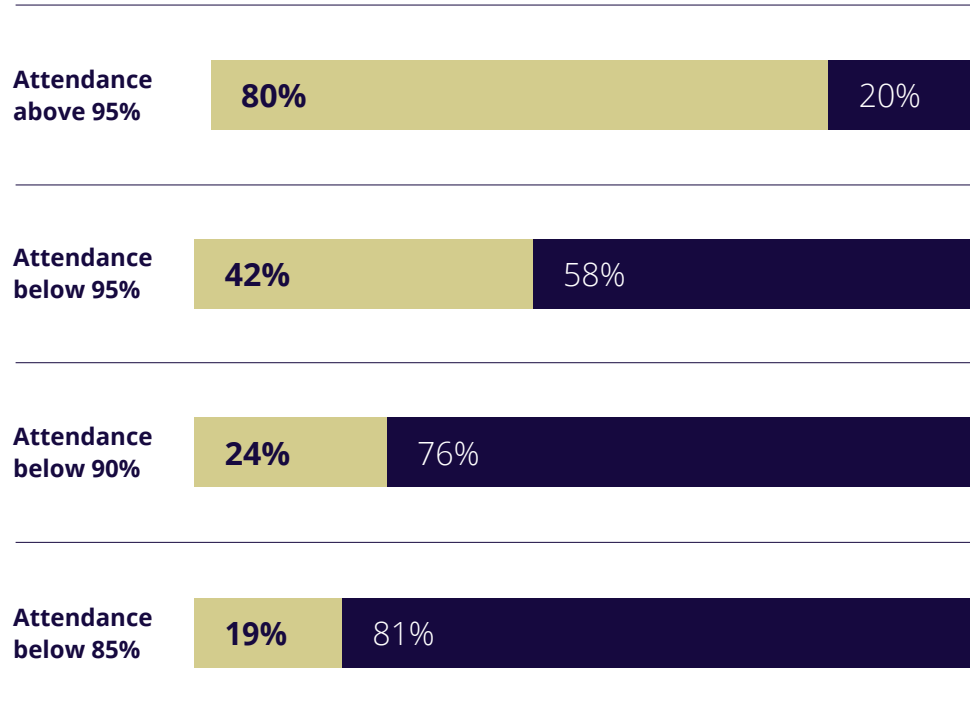
We, as a college make it clear to students the direct link between attendance and achievement. We have told them that we want '**every student in every lesson every day. No excuses.**'

Why does **Attendance Matter?**



Good attendance leads to better GCSE results

The graph below shows the percentage of students achieving grade 9-4 (standard pass) in English and Maths at Minsthorpe in 2023



 **Achieved** target grade in English and Maths

 **Did not achieve** target grade in English and Maths

Poor attendance results in lost learning

The figures below show the amount of learning lost if attendance falls to 95% or lower. There are 39 weeks in a school year.

Attendance in Full Year	Number of days Absent	Absence in Weeks	Lessons missed
100%	0 days	0	0
95%	9 days	1 week 4 days	27
90%	19 days	3 weeks 4 days	57
85%	29 days	5 weeks 4 days	87
80%	38 days	7 weeks 4 days	117
75%	48 days	9 weeks 3 days	147
70%	57 days	11 weeks 2 days	177



Poor attendance results in missed learning and enrichment opportunities.



Absence

The DFE decide what unauthorised and authorised absence is. The difference is explained below;

Authorised absence

When a student is absent from College, this will be classified as either 'authorised' or 'unauthorised'.

The Principals decide which absences are granted as authorised. Authorised absences are only permitted for valid reasons such as illness, medical or dental appointments, religious observances, and family bereavement. Wherever possible, you should always try to arrange medical and dental appointments during school holidays or after school hours.

Unauthorised absence

Unauthorised absences are those which the College does not consider essential or reasonable.

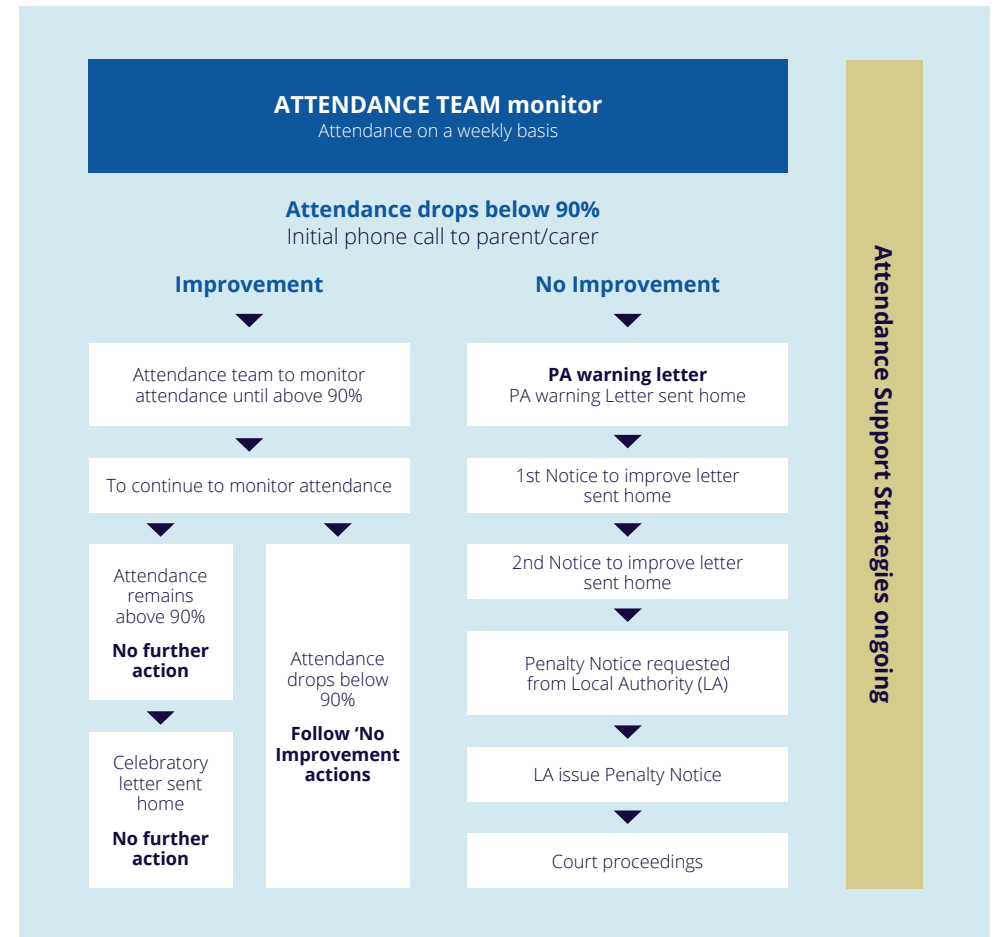
Unauthorised absences can include:

- Absences which have not been explained
- Day trips or family outings
- Problems with uniform/clothing appearance
- Taking a full day off for a medical appointment, Medicals should not be for routine checks
- Keeping students off school unnecessarily or without explanation
- Birthdays and holidays
- Students arriving late 30 minutes after the register has closed.

What happens if attendance drops below 90%?

A penalty notice of £80 may be issued as an alternative to prosecution, but this will rise to £160 if it is not paid within 21 days. Failure to pay a penalty notice will usually lead to prosecution.

The flow chart shows the process we will follow:



There will be 2 weeks between each stage of the warning letters. The whole process is monitored over a period of 10 weeks. Penalty Notice can be issued for 10 or more sessions of absence (am & pm mark)





Lateness

Punctuality is also vitally important to the achievement of our students. You have a responsibility to ensure that your child arrives to college on time. Late arrivals can be disruptive to the class as learning commences promptly after registration.

8:25am – Students move to P&A Time

8:30am – Gate Closes (Students Late)

8:35am – Register taken

9:05am – Register closed (unauthorised absence)

Please see our attendance section on our website for government changes regarding holiday Penalty Notice rules.



Holidays during term time

Taking holidays during term times means that students miss important school time, both educationally and for other school activities. Students will need to catch up on work when they return to school. Any holidays taken during term time will be unauthorised.

Leave of Absence

Only exceptional circumstances warrant a leave of absence. A Leave of Absence Form must be completed by the parent/carer for any absence other than illness. The Principals will consider each application individually.





Meet the Team



Mrs T Fisher
Attendance Support



Miss E Hunt
Attendance Admin



Mrs G Ryder
Attendance Officer



Mrs E Chamberlain
Head of Attendance



Mrs G Newton
Educational Welfare
Officer



Mr T Dowey
Careers Lead & PP
Attendance Support

Frequently asked questions

1. Who is responsible for getting students to college?

The parents/ carers are responsible for getting their child to college on time.

2. What is a session mark?

A session mark is a morning or afternoon mark, so one college day has two session marks.

3. What does Persistently Absent (PA) mean?

Your child is classed as PA if your child's attendance is 90% or below.

4. What happens if a student is classed as PA?

Please see the flow chart for the process we have to follow if a student reaches PA set by the DFE.

5. How many sessions does it take to trigger a Penalty Notice (PN)?

Ten consecutive sessions of unauthorised absence or dropping below 90% attendance may trigger a Penalty Notice Proceedings.

6. Does college want parents/ carers to collect their child if they say they are feeling poorly?

Only if they are genuinely poorly, we are happy for them to try to stay in lessons.

7. Do medical appointments negatively affect attendance?

Yes. Please make every effort to book routine medical appointment such as opticians and the dentist out of college hours.

8. Will my child still get a mark if they are sent home? for example - due to incorrect uniform or refusal to stay in the midroom?

No, it will be unauthorised, as this is a choice made by your child or yourself.

9. Should I send my child to college if I am worried about a bullying issue or other incidents in college?

Yes, send them in and let college know about your concerns straight away via School COMS or telephone. We can't help unless we get the information from your child. Nonattendance due to these types of issues will be unauthorised.





Minsthorpe
Community College

Contact Details

T. 01977 657600 **E.** enquiries@minsthorpe.cc **minsthorpe.cc**

Assistant Principal (Behaviour & Attendance): **Mr Yates**

Full details of attendance can be found at

[www.minsthorpe.cc/For Parents/Attendance Matters](http://www.minsthorpe.cc/For%20Parents/Attendance%20Matters)

Good Attendance Policy

[www.minsthorpe.cc/About us/Statutory Polices and Publications](http://www.minsthorpe.cc/About%20us/Statutory%20Policies%20and%20Publications)