

# Punctuality

Punctuality is important. At Penistone Grammar School we expect our students to arrive in school by 8.15am, ready for when the bell goes for mentor time or Assembly at 8.18am. We then expect students to arrive promptly to each lesson throughout the day.

## Arriving on time:

- Sets good habits for working life
- Maximizes educational achievement
- Boosts your child's confidence and self-esteem

## Arriving late:

- Means your child misses important information at the start of lessons
- Disrupts the learning of other students
- Will incur consequences in line with our school protocols

## Tips to Improve Punctuality:

- Encourage your child to do homework and get everything ready the night before
- Develop a good nighttime routine so your child has plenty of rest—switch off devices 1 hour before bedtime
- Set an alarm /have a good morning routine to ensure they set off to arrive at school on time

**Above all, if you are having problems, please talk to someone at school**

# What to do if your child is absent from PGS

Please report any absences on our Student Absence line

**01226 762114 Option 1**

Or

**Direct Line 01226 760851**

or email

**attendance@penistone-gs.uk**

with your child's name, year group and reason for absence.

For safeguarding reasons, please continue to phone on **each day** that your child is absent.

In the case of absences where no contact has been received from parents/carers, we will send a text message advising you of the absence and asking for an explanation.

When students have been absent for several days consecutively, one of our support team will contact home to discuss the absence and offer any support required.

## PGS Attendance Team

Mrs Butler—Head of Attendance

Mrs Atkinson—Attendance Administrator

Penistone Grammar School  
ATTENDANCE MATTERS



Improving  
Attendance  
and  
Punctuality  
at  
School

A Guide for  
Parents and  
Carers

## The Key Facts

Penistone Grammar School expects that all students will achieve a minimum attendance of **97%**.

### Attendance and the Law

**As a parent, you have a legal responsibility to ensure your child receives a full time education between the ages of 5 and 18**

**You may be issued with a Penalty Notice of £60 if your child has a poor attendance record**

**You can be fined up to £2500 or imprisoned by a Magistrate if your child has a poor attendance record**

**Parents do not have the right to take their child out of school for holiday during term time, even if this is because of restrictions imposed by an employer**

### Did you Know?

90% attendance means missing on average half a day EVERY week

If your child has an attendance level of **90%** or below, they are identified by the Government as a Persistent Absentee.

Two weeks of absence means that your child loses 50 hours of learning which they can never get back. They could miss a whole topic in a subject which may not be revisited. Their social groups can change and the absence can have far-reaching consequences.

***The more time students are in school, the more they learn.***

## Impact of Poor Attendance

There is clear evidence of a link between poor attendance at school and low levels of academic achievement. Of those students with below 90% attendance, only 35.6% are likely to achieve 5 GCSEs at Grade 9—4 including English and Mathematics; however 78.7% of students with 100% attendance are likely to achieve this

### Attendance Monitoring and Intervention at PGS

**In order to manage and promote regular attendance Penistone Grammar School will:**

- Keep parents updated on attendance and the School calendar
- Report to parents how their child is achieving in school and how their child's attendance is impacting on this, via regular parent evenings and data reports as well as regular updates on attendance via the planner
- Monitor individual student's attendance and:
  - ◇ Celebrate good and improved school attendance and reward this through merits and events
  - ◇ Notify parents of concerns around attendance
- In the case of ongoing absences for illness, we may ask you to provide evidence of the reason for absence. If this happens, we will explain what we require you to do.

## How can I help my child be in school regularly and on time?

Attendance is highlighted by the government as an area of focus: if a child is not at school they limit their learning opportunities. However school attendance does not stand alone, it is part of a whole package. Often poor attendance is due to a child being unhappy at school, feeling they cannot cope with the work, being tired or worried about something at school or at home

### So how can parents help?

Sleep is very important and most students do not get enough. Most secondary school aged children should aim for approximately 10 hours sleep per night

Do not give in to your child if they complain of illness but there are no physical signs. If you are unsure send them to school and let us know there is a potential problem. Make sure we can contact you if we need to.

Consider the importance of your child's education when you book appointments or holidays. Where possible book dental and medical appointments after school; where this is not possible ensure your child attends school before and after the appointment.

Look at your child's planner with them—discuss home learning, lines and merits. Let them know that you are supporting them in getting the most from their education.