

Punctuality

Punctuality is important. At Penistone Grammar School we expect our students to arrive in school by 8.15am, ready for tutor time or Assembly at 8.20am. We then expect them 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
- Invest in a good alarm clock for your child
- Above all, if you are having problems, contact us as soon as possible

What to do if your child is absent from PGS

Please report any absences on our Student Absence line

01226 762114 Option 1 or 01226 760851

or email

attendance@penistone-gs.uk

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

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. If no response is received, we will then send a reminder text later in the day.

If you are taking your child on holiday in term-time, please complete a

Leave of Absence Request Form

and return it to either School Reception or the email address given above

Penistone Grammar School ALC
ATTENDANCE MATTERS



Improving
Attendance
and
Punctuality

A Guide for
Parents and
Carers

The Key Facts

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

Having 10 days absence in one academic year means that the maximum attendance your child can achieve is **94.7%**.

If your child has an attendance level of **90%** or below, they are identified 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.

Impact of Poor Attendance

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

Attendance Monitoring and Intervention

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

- Keep parents updated on attendance and the School calendar via letters home, newsletters, emails/texts and the school website **www.penistone-gs.uk**
- 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
- Monitor individual student's attendance in order to:
 - ◇ Celebrate good and improved school attendance and reward this through certificates and events
 - ◇ Notify parents when we are worried about their child's attendance

If your child's attendance is causing concern, we will contact you to work together using a range of strategies to help improve attendance. We may ask you to attend a meeting in school so that we can discuss the situation in person.

In the case of ongoing absences for illness, we may ask you to provide Medical Evidence. If this happens, we will explain what we require you to do.

Re-occurring unauthorised absence (irregular attendance) will be referred to the Education Welfare Service and this may result in a fine.

Request for Leave of Absence in term time

Penistone Grammar School ALC have adopted the LA policy in respect of Leave of Absence in term time. In instances where parents do not complete a leave of absence form, the absence will automatically be unauthorised.

As part of the ongoing drive to improve pupil attendance levels, recent amendments to Government regulations on the registration of pupils in education mean that the Principal may no longer grant leave of absence during term-time unless there are exceptional circumstances. BMBC have given examples of "exceptional circumstances" as where there is a case of serious illness or family bereavement only.

These are not in any way exclusive situations and we will continue to exercise discretion and consider each case in its own merit. According to the guidelines from BMBC it is unlikely that leave of absence will be granted when the reason given is related to employer's holiday restrictions.

If you are intending taking your child out of school during term time, please complete a Leave of Absence Request form and return it with as much information as possible. Penistone Grammar School ALC will advise you promptly of our decision via a letter from the Principal. If you decide to withdraw your child from school for a Leave of Absence which has not been authorised a Fixed Penalty Notice may be issued.