



## Attendance and Punctuality Matters

### Information for Parents and Carers

#### Why encourage good attendance and punctuality?

- Your child will make better academic progress
- In July, an attendance reward trip is offered to students who meet the agreed criteria (normally 96% attendance and a minimal number of late marks during the college year)
- Punctuality is often a matter of habit and parents can help by establishing routines around timekeeping that can benefit the whole family

#### What happens with poor attendance and punctuality?

- Being late disrupts the routine of the day for your child, teachers and other students
- Your child will suffer academically by missing lessons or activities - students with gaps in their skills and knowledge struggle with tests or exams
- Any student arriving after the register has closed will be marked as late and set a same-day late detention of 15 minutes (this will be extended to 30 minutes if the student is more than 30 minutes late)

**Please note: holidays are not permitted in term time**

*If there are problems affecting your child coming to college regularly and on time you should contact the Attendance Officer or head of year immediately by telephoning the college.*

#### What to do if your child is ill

- If you decide to keep them at home you must telephone the college before 08.00 to inform us of the situation
- When your child returns to college you must provide a note that explains the absence
- For longer or recurring periods of sickness the college will require medical evidence from health care professionals e.g. medical appointment letter/card or copy of prescriptions/prescription receipts
- Students will be sent home if they are ill only after consultation with parents
- If your child has a known medical condition then parents are asked to make an appointment with their child's head of year to discuss an Individual Healthcare Plan
- Medicines may be administered if parents make a written request; this includes EpiPens and asthma inhalers

## What will the college do if there are concerns about your child's punctuality and attendance (i.e. students who have attendance below 96%)?

- Students who have attendance below 96% will be asked for medical evidence to account for any absence
- We will text or telephone you if your child is not in college
- We will send you a letter
- We will ask you to attend a meeting to discuss the absences or lateness
- Students whose attendance falls below 92% without good reason will be contacted by the Educational Welfare Officer (EWO)
- Parents must work with the EWO to improve their child's attendance or punctuality
- If attendance and/or punctuality does not improve the EWO can impose fixed penalty notices, fines and initiate court proceedings

## If your child has an appointment

- There are 2 sessions in one college day; students should attend college for the majority of the day of any appointment
- We would expect that GP and routine dentist appointments are made outside of college times
- Orthodontic appointments do not require a full day's absence and will not be authorised
- All appointments will require evidence from the provider
- Parents or other adults will be required to show ID on collecting a child from college

## Register codes

**L** - late to form time or lesson

**U** - late after register has closed (30 mins after day begins)

**N** - no reason given

**O** - unauthorised (no reason given after 2 weeks or, in the case of students with attendance less than 96%, no evidence provided)

## Potential Outcome

Together, we can raise levels of achievement to enable students to fulfil their potential

**Tel: 020 8679 0062 (ext. 231) or email [attendance@nmbec.org.uk](mailto:attendance@nmbec.org.uk) to contact the Attendance Officer**

**The Attendance Policy can be accessed [here](#) on the Norbury Manor website - [www.nmbec.org.uk](http://www.nmbec.org.uk).**