



SIR THOMAS BOTELER
CHURCH OF ENGLAND HIGH SCHOOL
 THROUGH GOD, WE CARE



**THE CHALLENGE
 ACADEMY
 TRUST**



OUR SCHOOL ATTENDANCE

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 PART OF THE CHALLENGE ACADEMY TRUST

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IMPROVING ATTENDANCE IS EVERYONE'S BUSINESS

Improving school attendance is everyone's responsibility. Attendance is closely linked to academic success, and irregular attendance can negatively impact students' learning, mental health, and resilience. Missing school, even occasionally, can lead to gaps in essential knowledge. We are committed to ensuring good attendance through ongoing staff monitoring, communication with parents, and proactive measures to prevent absences

Our challenge to every student is to achieve 100% attendance, with a minimum expectation of 96% throughout the school year.

SHOULD I KEEP MY CHILD OFF SCHOOL?

Deciding whether to keep your child off school when they're unwell can be challenging. Typically, parents and carers can send their children to school with mild illnesses. However, if you're uncertain, the NHS offers guidance (Letter to school leaders on mild illness and school attendance - GOV.UK (www.gov.uk))

If your child is dealing with mental health concerns related to attendance, our school is well-equipped to address them. Children can access mental health resources through the school website, and we collaborate with the NHS for additional professional support when needed.

As a parent/carer it is important that you ensure your child:

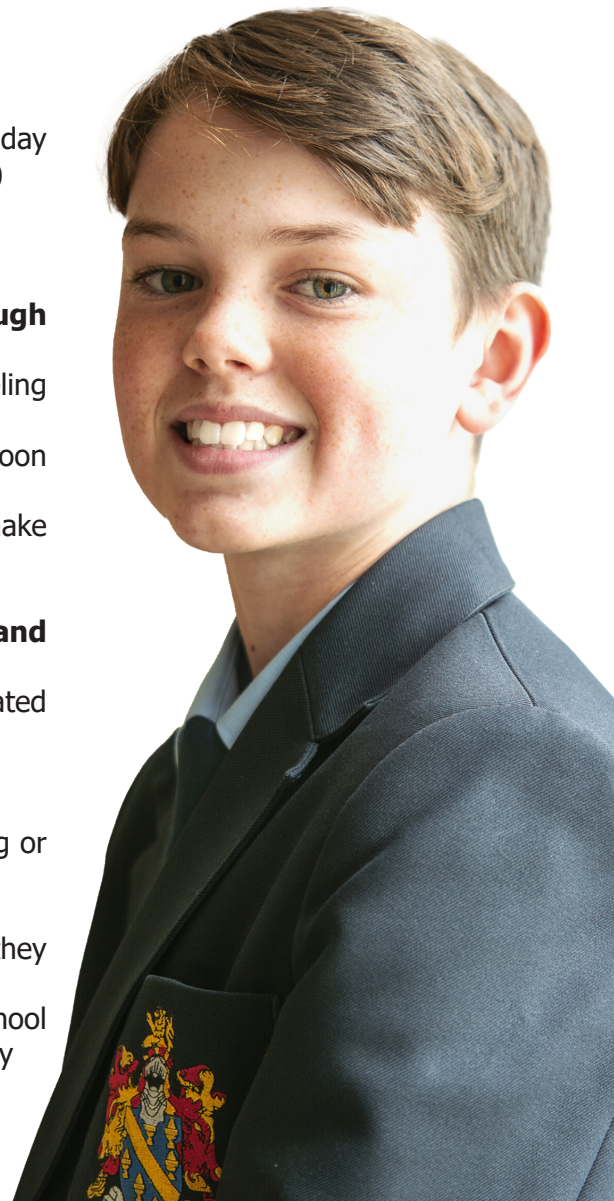
- Gets to bed at a reasonable time
- Has the necessary clothes and equipment ready for school the next day
- Gets up in good time (encourage independence via an alarm clock)
- Washes, dresses for school and eats breakfast
- Leaves home in good time to ensure they are not late

If your child claims to be ill but you believe they are well enough to attend school:

- Be reassuring. Show that you understand how they might be feeling but remain firm about them needing to attend school every day
- If your child mentions a particular problem agree to look into it as soon as possible but continue to insist they go to school
- Use the power of praise. When your child goes to school, always make a comment about how well they have done

If your child refuses to attend, contact the school to inform us and follow these guidelines:

- Expect your child to spend their time at home either on school related work or reading
- Do not let them go out to visit friends or relatives
- Do not take them shopping
- Do not allow them to spend their time watching television, gaming or being on their phone
- Do not offer over the top rewards
- These conditions should last for the duration of the school day and they should not be out with friends after school hours
- Review the situation the next day. If your child refuses school again, then the conditions apply again for the rest of the school day





REPORTING ABSENCE

Reporting your child's absence

All student absences must be reported via telephone. This means a text message or email will no longer be an accepted. Parents and carers should make every attempt to inform school of a student's absence by:

- Calling school before 8am where possible on the school number of 01925 636414, following the guidance to 'report a student's absence'
- If you cannot call before 8am, please follow the guidance to report your child's absence with the Head of Year
- Our Attendance Officer, Miss Mannion, can be contacted at any time on 01925 636414 Ext. 179 or smannion@boteler.org.uk to discuss all matters attendance.

Short term illness

From time-to-time students are unwell. If a student is so poorly that they cannot attend school, then parents/carers must call the school to advise of reasons for absence. Over the academic year, if a student has six periods of illness absent from school, then all further absence will be marked as unauthorised absence until a note is provided from a medical professional. For example, if a student has 5 days off with tonsillitis and then a further day off later in the year, this would count as 2 periods of illness. If a student has 6 separate days off, then this would count as 6 periods of illness and any further absences would be marked as unauthorised until a medical note was provided.

Poor punctuality impacts attendance figures – The U code is an absence

Good punctuality is essential for fostering a positive learning environment, promoting personal growth, and preparing students for success in all aspects of school life.

Students need to be in year group lines, ready for standard checks by 8.25am Monday to Thursday, and 8.50am on a Friday.

Where a student is late to school after 9am, they will receive a U code. A U code is where a student has arrived in school after registration has closed but before the end of session (AM or PM).

As a school we have clear guidance to follow, where the Department for Education clearly state: 'Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes'

Please note that a U code is classified for statistical purposes as unauthorised absence, where this may lead to more formal attendance procedures being put in place.

Like with absence, punctuality and exceptional circumstances should be reported to our Attendance Officer or your child's Head of Year.

LEGAL REQUIREMENTS - MOMENTS MATTER

Parents whose children are registered at a school or other educational establishment are then responsible for ensuring that they attend punctually, regularly, stay there as required and follow the school's rules with regard to behaviour.

If parent/ carer(s) fail to ensure this, there are a number of options open to the Local Authority and schools to secure an improvement in the child's behaviour and attendance and support parents to achieve this. A parent's failure to ensure the regular attendance of their child at school is a criminal offence. The LA has the power to prosecute for this offence in the Magistrates' Courts under s444 (1) Level 3 offence or (1A) Level 4 offence of the Education Act 1996. On conviction, parents can be fined up to £1000 (1) or in the case of an "aggravated" offence (1A) they can be fined up to £2500 and may also be liable to a custodial sentence of up to 3 months or a Community Order.

If a parent fails to ensure their child's regular attendance at an alternative provision the LA also has the power to prosecute them in the Magistrates' Courts. In this case the parent must first have been given notice in writing of the requirement of their child to attend the alternative provision.



KEY STAFF TO SUPPORT



Mr Leonard
Deputy Headteacher
and Senior Attendance
Champion



Miss Mannion
Attendance Officer



Mrs Chilton
Safeguarding Officer



Miss E Dowling
Behaviour &
Engagement Leader



Miss K Dowling
Pastoral Support
Officer



Mrs Ashwin
Head of Year 7



Mrs Brown
Head of Year 8



Mr Gwinnett
Head of Year 9



Mr Willcock
Head of Year 10



Mr Horne
Head of Year 11

The following websites offer further guidance and links to a range of support:

Working together to improve school attendance - GOV.UK (www.gov.uk)

Support directory | warrington.gov.uk

www.kooth.com

www.youngminds.org.uk