



Sir Graham Balfour School

Member of Sir Graham Balfour Multi-Academy Trust

ATTENDANCE & PUNCTUALITY NEWSLETTER

As you are aware, it has been a difficult few years for schools due to covid restrictions. This has had a massive impact on children’s education and mental health. With this in mind, it is imperative that we strive to improve pupils’ attendance at our school.

Why school attendance and punctuality are important

Going to school regularly and arriving on time is important for your child’s future as it will enable them to achieve to the best of their ability and gain the GCSE grades & A-levels they require for their future chosen career path. Our analysis of exam results showed that students with an attendance of 97% or more (missing 5 days or less over an academic year) achieved on average around 3/4's of a grade more, in all their subjects, than expected.

As well as this, going to school helps to develop social skills, life skills, cultural awareness, and friendships.

Impact of absences

Missed number of days	Missed number of sessions	Missed number of weeks	Missed number of lessons
1	2	0	5
3	6	0.5	15
5	10	1	25
7.5	15	1.5	35
10	20	2	50
12.5	25	2.5	65
15	30	3	75
17.5	35	3.5	90

Impact of lateness

Over a school year –

5 minutes late every day = 3 days absent
 15 minutes late every day = 10 days absent
 30 minutes late every day = 19 days absent

Pupils arriving late miss valuable teaching and learning time and it can contribute to them becoming anxious.

Help and support

School staff are committed to working with parents to ensure any problems are dealt with straight away in order for pupils to feel happy and safe and achieve to the best of their ability. If parents have any concerns relating to attendance or lateness that they wish to discuss, please contact your child's form tutor.

To support the school in our commitment to improve school attendance and punctuality, we have employed an independent Education Welfare Service – VIP Education who will provide advice and guidance to the school, parents, and pupils. If you wish to discuss any concerns, please contact the school office who will provide you with their contact number.

Attendance and Punctuality Reminders

Reporting absence

Please contact the school office by 8.30am on each day of absence. If no reason is provided, the absence will be unauthorised on the attendance register.

Medical appointments

We expect parents to make medical and dental appointments for their children before or after school, or during the school holidays whenever possible. If this is not possible; confirmation of the appointment will be required prior to authorising the absence. If no evidence is provided, the absence will be unauthorised.

Children are expected to attend school prior to the appointment and parents are expected to return their children to school following the appointment. If your child does not attend school before or after the appointment the absence will be unauthorised.

Holidays

Pupils have 13 weeks holiday each academic year. Family holidays should be avoided during term time.

School start and end time

School starts at 8.50am with this in mind students are expected to be on the school playground at 8.45am to ensure they are in the classroom ready for Form Time to begin.

Thank you for your ongoing support with excellent attendance and punctuality.

