

SUCCESS FOR ALL



ATTENDANCE



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Attendance

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Outstanding School Attendance - Why Does it Matter?

Students who attend school regularly, will keep up with their classwork and will go on to do better in their exams. There is a strong correlation between attendance and attainment. (Recent studies indicate that children who have 100% attendance are twice as likely to achieve 5+ GCSEs or equivalent than those who miss 10% of lessons during Key Stage 4). Outstanding school attendance and punctuality enables students to make the most of their learning opportunities and prepares them for the demands of their adult life.

We expect all our students to have an attendance percentage of 96% or above. This equates to being in school for a minimum of 182 out of 190 school days of the academic year.

The attendance team is dedicated to supporting and encouraging all students to be in school as much as possible.

We celebrate good attendance at The Buckingham School. We encourage students to attend school regularly by recognising their efforts through competitions, certificates and celebration announcements.

A new initiative that we have starting in September 2022, is a termly raffle. Students are entered into a raffle every time they achieve 100% attendance for the week. We feel this is the fairest way to include all our students in the incentive; the more full weeks you attend, the more likely you are to win the prize!

Punctuality, along with outstanding attendance is important because it enables a young person to develop resilience and good time keeping, which are vital skills to have, and will be necessary when sitting exams in Year 11.

What if my child is late to school?

Students are expected to be in school, ready for form time by 08.35. The gates will be open for students to arrive from 08.20. At 08.30, the school gates will close and any student arriving after this time will need to come to the Student Office and sign in. A slip will be given and late students will need to return to the Student Office during their morning break time at 11.00 to fill in a form to explain why they were late. If three instances of lateness occur in one week, students will then serve an after school detention on Thursday.

All students who arrive or leave school outside of the normal times, need to do so via the Student Office.

What if my child is sick?

- * Telephone the absence line on 01280 818923
- * Email attendance@buckinghamschool.org
- * Send a message via the ParentMail app
- * Please give as much detail as possible, so that we can accurately record the absence

If we do not hear from you, we will contact you to find out why your child is not in school. Failure to inform us of your child's absence will result in the absence being recorded as unauthorised, and may result in further action being taken, in line with our Attendance Policy.

If your child is going to be absent for a longer than 5 days, we will require confirmation from a medical professional confirming this, in order for the absence to be authorised. If a child is absent for more than 10 days, we will be in contact to arrange a welfare home visit, to see how we can help and assist you. We will also need to pass this information onto the Local Authority, so that we can work together to conduct a return to school plan for your child.

**IF YOUR CHILD IS UNWELL, YOU MUST INFORM
US BY 09:30 AT THE LATEST**

MENTAL HEALTH

Now, more than ever, we are seeing a steady rise in students who are suffering with mental health conditions. Our Student First Team works tirelessly to facilitate interventions available to us to help your child to improve their mental wellbeing and to ensure that they are accessible to any student who requires them.

What if my child is sick?

We have a fully qualified First Aid Team here at The Buckingham School. If a student feels unwell during the day, they can go to the Student Office during break times. If our First Aid Team deem a student to be too unwell to stay in school, they will contact you, to arrange collection.

Students will only be permitted to come out of class to seek first aid, if it is an emergency.

Students are not permitted to contact home to arrange collection if they are feeling poorly. They must be seen by a member of the First Aid Team, who will assess whether they need to be sent home.

If your child has any continual medical needs, please contact Mrs Sam Jasper (sjasper@buckinghamschool.org) who will complete a Health Care Plan for your child.

What if my child has an appointment?

If your child has a scheduled appointment, please send us a copy of the appointment letter in advance, so that we can record and authorise this absence.

If you need to make an emergency appointment on the day, please inform us as soon as possible, so we can account for your child's absence.

If your child does have an emergency appointment on the day, please send them in with a note to show their subject teacher, so that they can be excused from the class.

Can I take my child out of school for a holiday?

Buckinghamshire Council administers fines to any parent who takes their child out of school to go on holiday. **The fine is £60** (per parent/carer, per child) if paid within 21 days of the receipt of notice, **rising to £120** (per parent/carer, per child) if paid after 21 days but before 28 days.

In line with these guidelines, the school cannot authorise any holidays taken during term time.

Although the Headteacher has the authority to authorise term time holidays, this can only be considered in extremely exceptional circumstances.

The Attendance Team:

Mrs E Smith - Director of Attendance

Mrs M Whitbread - Attendance Manager

Mrs R Ferris - Pastoral Administrator

Mrs S Jasper - First Aid Officer

To contact the Attendance team, please email
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