

Attendance & Punctuality Expectations

Every parent wants their child to do well at school. Research has shown that regular attendance and good punctuality are crucial factors in students achieving their full potential in education. At Redbridge Community School, we work in partnership with parents and carers to ensure that our students attend school **every day** and **on time**.

The target attendance figure for all pupils is a minimum of 97% attendance.

Attendance

Redbridge Community School monitors students' attendance closely. If your child's attendance starts to fall, then you will be contacted by the Assistant Head of Year. If no improvement is seen, then you may receive further contact from the Attendance Manager, Family Engagement Officer or even the local Education Welfare Officer. As a parent/carer **you are committing an offence if you fail to ensure that your child attends the School regularly and punctually, even if they are missing school without your knowledge**. It is important that parents/carers monitor each days' absence, as these days soon add up to weeks.

Punctuality

Ensure your child attends every day, on time, equipped and ready to learn. Students arriving **late may be marked absent** and will require an explanatory note or the absence may remain **unauthorised** for the morning session, this classification will have a negative impact on a students overall attendance percentage.

What can you do to help your child achieve fantastic attendance at Redbridge?

- Ensure you provide the School with up-to-date addresses and telephone numbers. We will contact you if your child is absent and you have not contacted the School.
- If your child is ill, contact the School **every day of their absence**. You can call on 02380 771 381, leaving a message stating the students name, year, tutor group and reason for absence or you can email this information to attendance@redbridgeschool.co.uk.
- If no contact is received regarding the absence, it will be recorded as **unauthorised**. Absences will only be authorised for a small number of circumstances.
- Where possible, ensure that medical appointments are made **outside** of school time.
- Holidays should **not be taken during term time**. Any that are, may incur a fixed penalty notice.
- Always respond to letters or telephone calls regarding attendance and punctuality.
- Contact your child's tutor, if you are experiencing difficulty in getting your child into school.

We look forward to working in partnership with you to achieve the highest possible levels of attendance and punctuality at Redbridge Community School.