



Attendance



At Cotham School we take attendance and punctuality very seriously and have high expectations of all our students. There is a proven link between the level of attendance to school and the student's level of achievement.

“90% attendance means that a pupil is missing lessons equivalent to one half day a week. This then equates to four whole weeks a year. If a pupil continued to do this between Year 7 and Year 11, they will have missed the equivalent of one half of a school year”. Children with less than 90% attendance are now classed by the Government as persistent non attenders

Registration: The register is marked at 8.40am; if a student arrives as the register is being taken an L (Late) mark is given. If a student is late, **they must go to the Attendance office to sign in** . Students arriving after 9.30am are marked as U (unauthorised) this is an absence for the AM session. Afternoon registration is at 1.45pm. **Please note that if a child has 8 unauthorised absences (1 day = 2 sessions) in a 10 week period, a Penalty Notice of £60 is issued by the Local Authority to each parent/carer.**

Students must always sign out at Student Reception when they leave school during school hours and sign back in on their return. **Please meet your child at the Student Reception entrance on Cotham Road. There is no student access through main reception.** If a student is marked absent at registration and does not sign in each parent/carer will receive a text message.

Punctuality: Being on time is as vital as good attendance. Arriving late is disruptive for the student, the teacher and others in the class. **The following reasons are seen as unacceptable by the courts for lateness to school if used regularly are:-volume of traffic, missed the train/bus/lift, car broke down, overslept, parent leaving for work before child leaves for school.**

Holidays: National government guidelines and legislation means schools are not allowed to authorise absence during term time unless there are very exceptional circumstances. If an absence is taken without permission being granted this will count as an unauthorised absence and show as G on a student's record. Penalty Fines will be issued when Holiday is taken in Term time

Illness: We expect parents/carers to contact the school on each day of absence on 0117 919 8019. Alternatively, you can submit an absence form via the school website – ‘Contact us’ page.

Medical Appointments: We would normally expect these appointments to be made out of school hours, or in exceptional circumstances, for your child to attend at least either Morning or Afternoon registration.