



THE BRAKENHALE SCHOOL



Attendance Guidelines for Parents

September 2008



Having a good education will help to give your child the best possible start in life. If your child is absent for any period, whether authorised or unauthorised, he or she may miss essential elements of their learning programme.

Learn - Achieve - Succeed



At **The Brakenhale School** students are expected to ...

- **Attend school each day**
- **Arrive at school in time to start tutor or assembly at 8.40am**
- **Register with their Form Tutors both in the morning and afternoon**
 - Morning Registration starts at 8.40am
 - Afternoon Registration starts at 2.55pm
- **Sign in at Main Reception if they arrive in school after 9.00am**

Please be on time

If a student arrives in school after 8.40am they will be marked as **late**.

If a student arrives in school after 9.10am this will be recorded as **unauthorised** absence unless a note is received from a parent/guardian explaining the reason for the student being late.

If a student has 2 lates there will be a consequence from the tutor of a 30 minute detention.



Be at school by 8.30am
in order not to be late

Schools are required by law to record each absence as either **authorised** or **unauthorised**. Therefore, we ask that you, as parents/guardians, work with us by providing absence letters as required. (You can use the pages in the student planner to write notes). However, please note that only the school can authorise an absence.

Doctor / Dental Appointments

If such appointments have to be made during school hours please provide your child with a note for his/her Form Tutor. These absences may then be recorded as **authorised** (medical).



Sickness

If your child is absent from school due to illness please phone the school immediately and provide a note for his/her Form Tutor on his/her return to school in the planner. These absences may then be recorded as authorised, at the schools discretion. If no note is received then the absence remains **unauthorised**. A letter will then be sent home requesting a reason for the absence. If no reply is received the absence will remain **unauthorised**. These absences are shown on school records and references as truancy.

Family Holidays

Please note that Brakenhale does not authorise holiday absences and any requests may result in unauthorised absences. Students are expected to take family holidays during school holidays. However, a Leave of Absence Form (available from Student Reception) should be completed and returned to the Head of Year at least **one month** before any proposed holiday leave, for consideration in exceptional instances.



Please contact us:

If you are at all concerned about your child's attendance you should, in the first instance, contact his/her Form Tutor.

The school will contact you if ...

- Your child is absent from school
- Your child's attendance rate falls below 95%
- Your child is regularly late for school
- A regular pattern appears in your child's absences
- Letters from you are not received explaining absences



If you have any queries regarding these guidelines then please contact

Mrs Dean at the school on:

Phone : 01344 465050

Email : sdean@brakenhale.bracknell-forest.sch.uk

Miss JJ Manisier
Acting Deputy Headteacher



What is Good Attendance?

Most students think that an attendance rate of 90% is good. Why? Because, as an examination score, 90% means excellence.

However, as an attendance rate:

90% equates to missing ½ a day a week!

The Impact of Attendance

How does this impact on a student's attainment? - the facts speak for themselves:

Students attending over 95% of the time miss no more than 10 days a year!

6 out of 10 of these pupils gain 5 GCSE A*-C grades

Almost ALL students with good attendance go on to leave school with qualifications that support their future training and employment!

THE BRAKENHALE SCHOOL

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