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# ATTENDANCE AND PUNCTUALITY BOOKLET

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Information and Guidance  
for Parents & Carers

**2025/2026**

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## Introduction

### Every lesson counts, every learner matters

It is essential that your child attends school as regularly as possible.

There is a great deal of research showing that attendance has a huge impact on how well children do in school. Any absence affects the pattern of a child's education, and regular absence seriously affects their progress.

Students who have time off school often find it difficult to catch up work they have missed. In addition, post-16 providers and employers always ask us about a student's attendance and punctuality.

At Sir William Stanier, we believe that every child can success when they are given the opportunity to grow, the courage to try and the strength of a supportive community. Through high quality teaching, clear expectations and a culture of care, we equip out students with the knowledge, character and confidence to thrive at school and beyond. We champion diversity and inclusivity, ensuring that everyone feels seen, values and empowered.

We want every student to be happy and to enjoy school, feeling safe, secure and cared for. We work in partnership with parents and carers, students and the wider community to make this vision a reality.

Everything, however, depends on attendance — being in school and in lessons, taking part in learning, getting actively involved. We expect Ridgeway students to be in school every day unless the reason for absence is unavoidable. Every lesson counts.

# Your child's attendance target

## Aiming for 100%

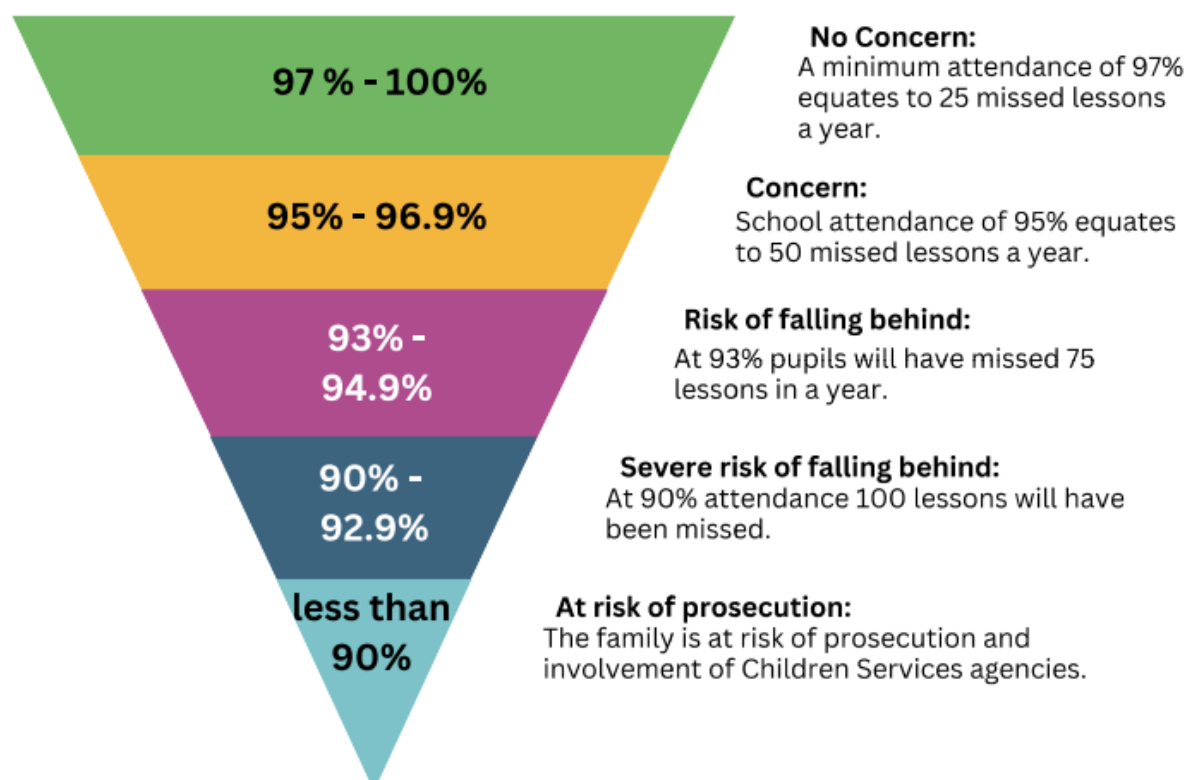
The minimum expected level of attendance for every student at Sir William Stanier is 97%. This is equivalent to no more than four days' absence each school year.

We keep all parents up to date with their child's attendance regularly throughout the year, and we get in touch as soon as attendance becomes a cause for concerns.

Where we have attendance concerns, we will take the following steps

Step 1	Step 2	Step 3
We will telephone or visit your home on the first day of absence if we have not heard from you.	If your child's absences are increasing and we are not aware of a good reason for this, we will invite you in to school to meet with your child's head of year and one of our attendance team.	If absence persists, we may make a referral to the local authority. If all other ways of trying to improve attendance have failed and unauthorised absence persists, the local authority will issue a Penalty Notice and possibly take steps to prosecute you.

## The Attendance Triangle



# Supporting your child

## Supporting your child's attendance

We will do our very best to support you in ensuring that your child attends school regularly.

It is important that we work together. We will keep you informed of initiatives that focus on improving attendance. As a parent, there are also things that you can do to help get your child into the habit of attending school regularly and on time.

### SIX WAYS YOU CAN SUPPORT YOUR CHILD

**1** **Talk to your child about the importance of school.** Explain the impact that absence has on future life chances but also focus on the things that they enjoy about school.

**2** **Make morning routines calm and consistent.** Try to keep to the same time getting up every day, the same time eating breakfast and the same time leaving the house etc.

**3** **Be consistent in your approach.** Make sure your child understands that going to school is not an option but a rule.

**4** **Offer reassurance.** Make sure they know that if they have worries, they will have an adult to share these with in school. We will always try to help.

**5** **Make sure your child has a good night's sleep.** Try to make the bedroom a quiet place for sleep rather than a place for game playing or watching television.

**6** **Help your child get everything ready for school the night before.** Help them with packing their bag, making sure they have the right equipment, and getting uniform ready.

### GOOD ATTENDANCE MEANS...

... a better chance of being successful in life

... stronger friendships. Being in school regularly makes it easier to make and keep friends

... not missing out on important lessons and other school activities

... learning how to maintain good habits and not setting bad behaviour patterns

# Punctuality

## The importance of good punctuality

Poor punctuality is not acceptable.

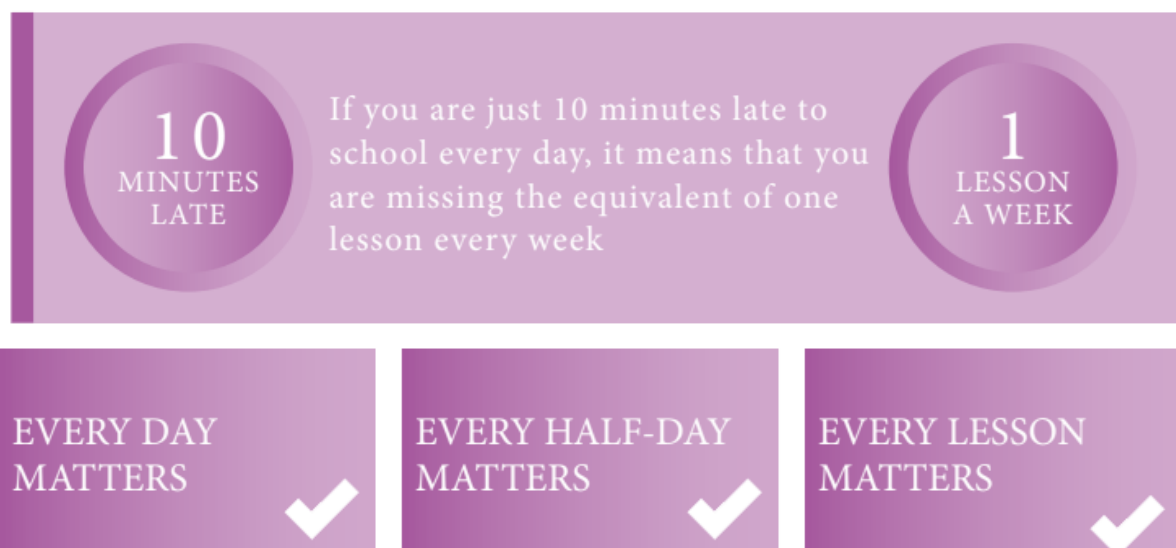
When a student arrives late to school, they fall behind with their work as well as missing important information and news for the day. Late-arriving students also disrupt lessons. This is embarrassing for the child arriving late and may lead to future absence.

If your child arrives after line up, they must sign in at reception. They will be marked as late on the register and receive a lunch time detention.

Safeguarding is important. If your child is late, you may receive a telephone call from our pastoral team.

## The importance of good punctuality

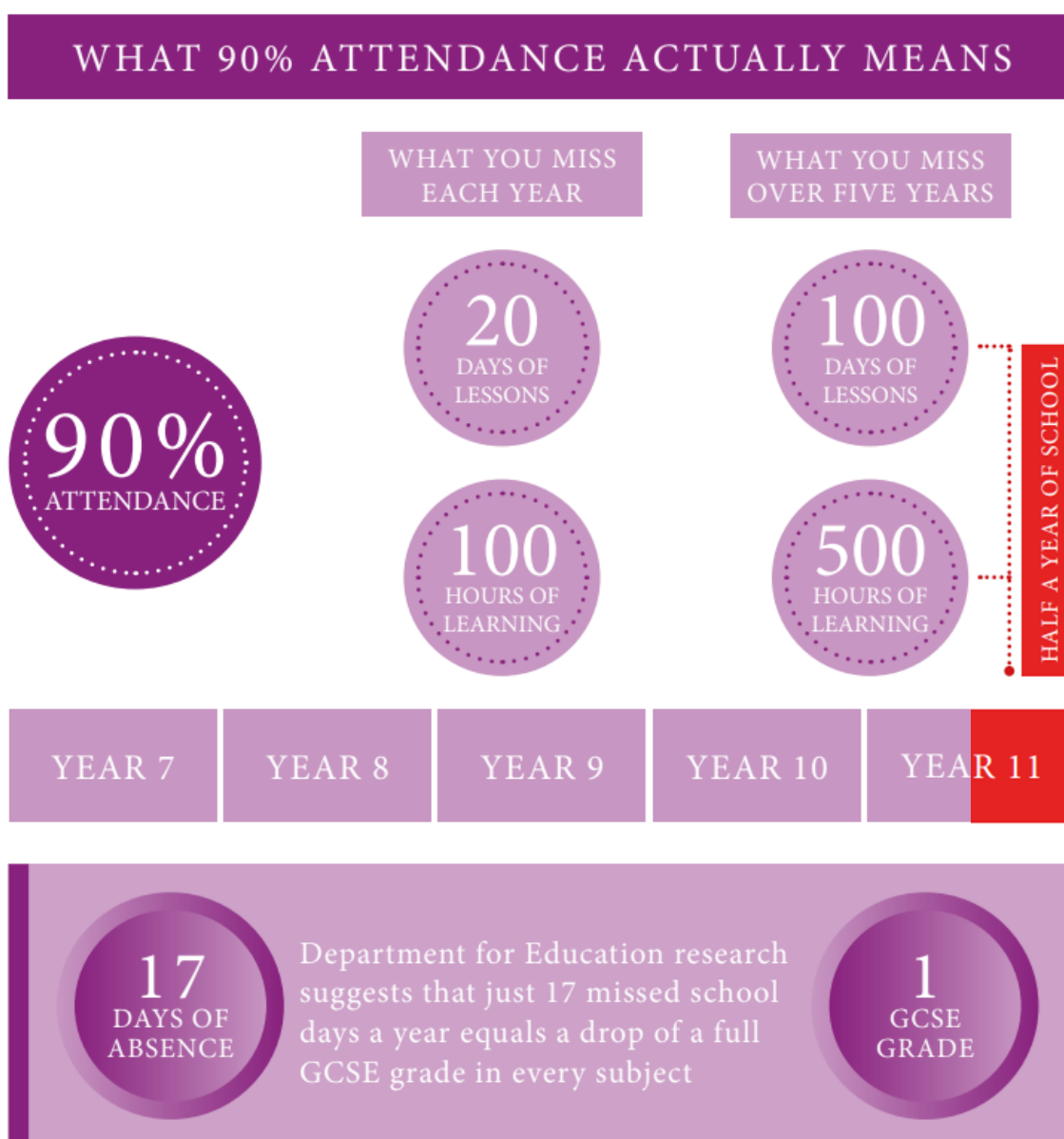
We expect all students to be on site by 8.25am. Registration begins at 8.30am. Students line up in their year groups to be met by form tutors who then take them to form. This ensures a calm and purposeful start to the working day. If you are having any problems getting your child to attend school on time, please contact us and we will be happy to support you to resolve the problem.



# Attendance Percentages

## Understanding attendance percentages

Attendance percentages can sometimes be a bit misleading. Let's take 90% as an example. Getting a mark of 90% in an examination sounds really good. But in attendance terms 90% is not good. In fact, it is a cause for serious concern. The graphic below shows what 90% means in terms of lost learning time and the impact it can have on a child's education.



# Reporting absences

## What do to in the event of an unavoidable absence:

The place for your child to be on a school day is at Sir Wiliam Stanier.

If your child is not in school, you must have a valid reason. We ask that you contact us by phone or email, preferably before 8.20am, on each day of absence.

Your child is expected to attend school every day unless they are medically unfit or there is an urgent, unavoidable family reason why they are not able to attend.

**tel:01270660880**

## Information we require

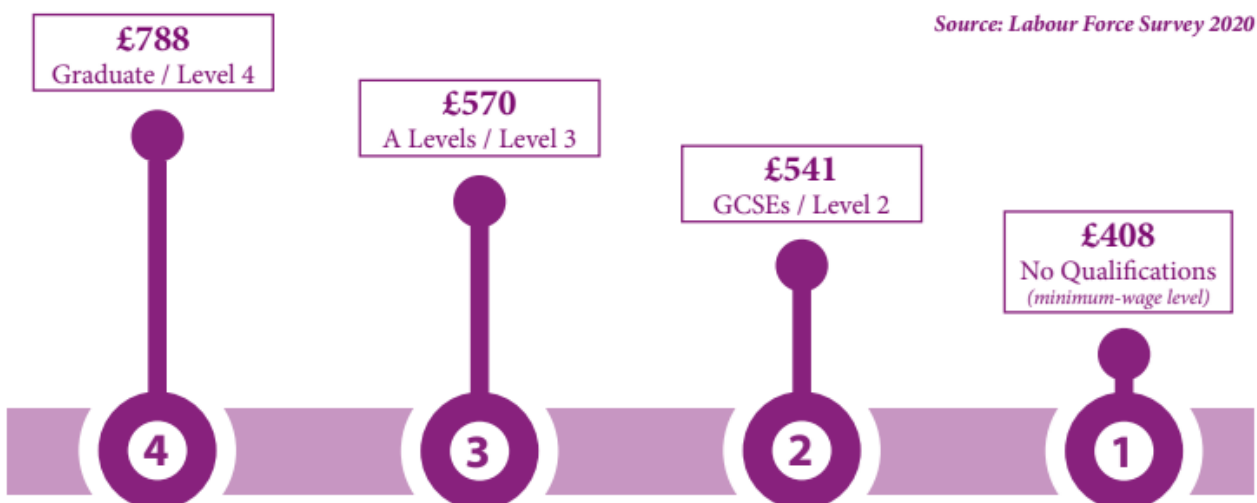
Please contact us by phone on **each** day of absence. We need the following information:

- Your child's name and year group
- The reason for absence
- A date you expect your child will be back in school

For absences of more than five days in any term, you may be asked to obtain a medical note or provide other evidence to show why your child is not attending.

## QUALIFICATIONS AND FUTURE EARNINGS

Attendance links to qualifications, and qualifications link to likely future earnings. The graphic below shows the average weekly pay of full-time employees by highest qualification.





Sir William Stanier School is part of The Learning Partnership; a multi-academy trust of schools across East Cheshire and North Staffordshire.



**Sir  
William  
Stanier  
School**



**MOMENTS  
MATTER,**

**ATTENDANCE  
COUNTS.**

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