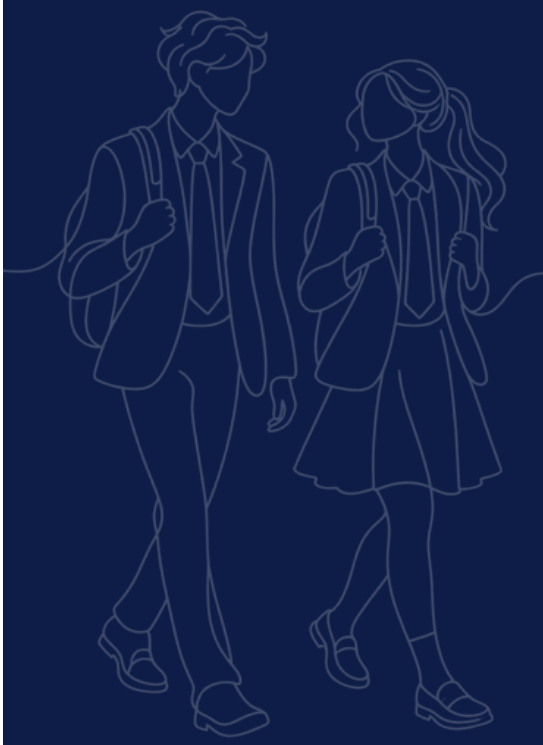
THE BECKET WAY

ATTENDANCE AND PUNCTUALITY



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ATTENDANCE



OUR SHARED RESPONSIBILITY

The Department for Education expects schools and families to work together to secure regular attendance. Parents and carers have a legal responsibility to ensure that children of compulsory school age receive a suitable full-time education. Where a child is registered at a school, this means ensuring that they attend every day and arrive on time.

The school must:

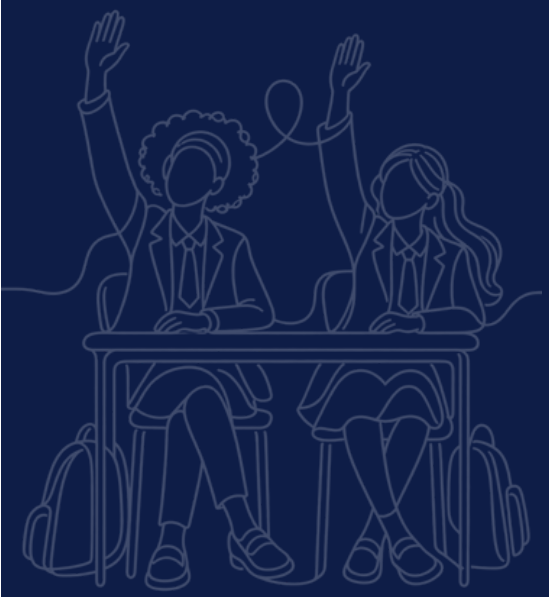
- Maintain accurate attendance records
- Contact families about unexplained absence
- Identify patterns of absence at an early stage
- Work with families to understand and remove barriers
- Provide appropriate support where difficulties arise
- Consider formal action where absence remains unauthorised or support is not engaged with

Parents and carers must:

- Ensure their child attends every day
- Make sure their child arrives on time
- Report every absence promptly
- Arrange appointments outside school hours wherever possible
- Work with the school when attendance becomes a concern
- Request permission before any planned absence

Holidays and other absences from school should not be taken during term time. As a school we have a duty to report these to our Local Authority which may results in prosecution. Medical appointments should also be outside of school hours and unless absolutely necessary and evidence is provided.

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ATTENDANCE

WHY ATTENDANCE MATTERS

National research shows a clear relationship between attendance, achievement and future opportunities.

A Department for Education study of approximately 530,000 Year 11 pupils found that students with 95–100% attendance were around **1.9 times** more likely to achieve **Grade 5** or above in both English and Mathematics than students with 90–95% attendance.

Further DfE research involving more than 1.4 million pupils found that approximately **13 additional days** of absence across Years 7–11 were associated with the **loss of one grade** at GCSE.

The same research estimated that **each day of absence** was associated with approximately **£750 less** in total lifetime earnings for the typical student.

Therefore, every day in school matters! The more our students are here the better their future opportunities can be.

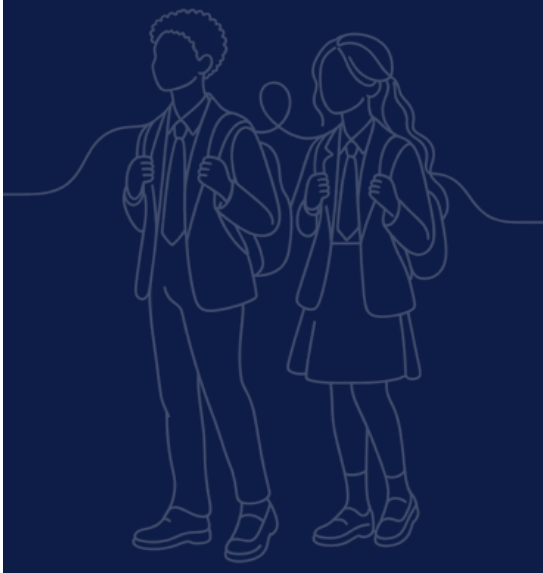
ATTENDANCE AT THE BECKET

Attendance is a strength of The Becket School. Our attendance has been consistently significantly above the national average and other similar schools.

This reflects the collective commitment of our students, families and staff. High attendance means the young people we care for can live life in all its fullness and access the wonderful opportunities on offer.

We ask every family to help us protect and build upon this positive record.

PUNCTUALITY



READY BEFORE THE BELL

The school doors open at 8:15am. We have a rule at The Becket that students must have their feet **inside the school building** before the bell sounds at 8:40am.

Being through the green gates does not mean that a student has arrived on time. Students must enter the building and be ready for the school day.

This applies to all of our students travelling independently (not on school organised buses) and therefore they should plan their journey and allow reasonable time for traffic, roadworks and ordinary public-transport delays.

PUNCTUALITY THROUGHOUT THE DAY

Punctuality does not end when a student arrives at school. Students must also arrive at every lesson on time.

Between lessons, students should:

- Move promptly to their next classroom
- Use the most direct available route
- Avoid stopping to wait for friends
- Follow staff instructions in corridors
- Arrive with the required equipment
- Enter calmly and begin the lesson routine

Visiting Student Services, taking an unnecessarily long route or waiting for friends are not acceptable reasons for arriving late.

The Becket Way sets out these expectations for entering school and moving between lessons.



PUNCTUALITY

THE IMPORTANCE OF PUNCTUALITY

Punctuality shows respect for our values and the learning of everyone in the classroom.

The opening minutes of a lesson often include:

- Retrieval of previous learning
- The purpose of the lesson
- Essential instructions
- Explanations of new knowledge
- Examples of successful work
- Equipment or safety information

A late arrival means student miss important learning. It can also interrupt the teacher and distract students who have already begun working.

THE CONSEQUENCESS OF LATENESS

By choosing to send your child to The Becket School you entrusted us with the duty to teach them all of the academic knowledge and skills they need for later life.

Consequences are a part of that education. We want students to know that when they make mistakes or poor choices there will always be somebody following up on them. School is an opportunity to correct those decisions and build habits for a lifetime of success.

When a student arrives late to school or to a lesson a member of staff will ask them about their reasons for being late. If those reasons don't meet our high expectations (most cases) they will receive:

- A conduct card signature
- A late mark on the register

For students who arrive 20 minutes late to school, 10 minutes late to a lesson or have 5 conduct card signatures we issue an After School Detention.

FAQ

My child has a minor illness. Should they attend?
Students should attend whenever they are well enough to learn. Minor illnesses do not always require absence from school. If you are unsure, contact the school office for advice.

How do I report an absence?
Please use Arbor; which allows you to text message or use the In-app messaging to report absences. If you have any problems then please telephone 0115 982 4280 as soon as possible. You must contact the school on every day of absence and explain why your child cannot attend.

Should I contact the Progress Leader?
For a short illness, contacting the school office is sufficient. For a prolonged absence or where your child may need additional support catching up, it may also be helpful to contact their Progress Leader.

Will the school require medical evidence?
The school does not always require a doctor's note for every illness. We may request reasonable supporting information where absence is prolonged, repeated, or forms a pattern where there is doubt about its authenticity or where we need information to provide appropriate support. Request for evidence is part of our statutory duty of care.

What if my child has anxiety or another barrier to attendance?
Regular attendance is a legal requirement and a parental responsibility. We recognise, however, that anxiety, health needs or other circumstances can make attendance difficult. Please contact the school as early as possible so that we can understand the barrier and consider appropriate support. We will work with families to help students attend consistently while developing resilience, confidence and perseverance.

Can I take my child out of school for a holiday?
Headteachers may authorise leave during term time only in exceptional circumstances. Holidays and leisure trips do not normally meet this threshold. Requests must be submitted in advance, and leave cannot be authorised retrospectively. More information can be found on our school website.

FAQ

What happens if my child is late?
Students arriving after 8:40am receive a late mark and a conduct-card signature unless they are travelling on a school-organised bus. Students arriving at or after 9:00am must sign in at Reception and will receive an after-school detention. Students who arrive late to lessons will receive a conduct card signature.

What if transport is delayed?
Students travelling independently should allow time for traffic, roadworks and public-transport delays and arrive at school early. If students normally arrive close to the start of school this leaves little time to adapt to issues in transport. Where there is a genuinely exceptional disruption, such as a network closure or strike, students should explain this when they arrive.

We are proud that families choose The Becket from across the city and beyond; however, longer journeys require careful planning and sufficient time for foreseeable delays.

What happens if I don't agree with a consequence?
By choosing The Becket School, parents agree to support our policies and use of fair, consistent consequences. If you believe important information has been overlooked, please contact us We will listen, explain the decision and review the evidence. However, disagreement does not normally mean that a consequence will be withdrawn or postponed.

Who should I contact for help?
For routine attendance enquiries or to discuss a difficulty affecting your child's attendance, please telephone the school office on 0115 982 4280. We would always prefer families to contact us early so that we can work together before absence becomes established.