



## Mr H Nelson, Deputy Head of School

14 January 2020

To all Parents and Carers

### Attendance

At Cheney School we believe that all students should strive to have excellent attendance and that parents and carers should do their best to support their children in coming to school as regularly as possible. The link between good attendance and academic achievement is well evidenced, so attending school regularly means students stand every chance of making good progress and succeeding in their studies.

Oxfordshire County Council sets guidance for schools and parents on the expectations for individual student's attendance. These are as follows:

96% or greater = Expected or excellent attendance  
95% or less = A cause for concern  
90% or less = Persistent absenteeism and at risk of prosecution for non-attendance by the local authority

As a school we are aiming to improve our overall attendance figures and would like the attendance for each year group and for the whole school to be at 95% or greater. As you can see we have some work to do to achieve this target and would appreciate your support in ensuring that your son or daughter attends school as regularly as possible.

If you would like to see your child's attendance information please log onto Parent Portal - [click here](#). If you need your log in details re-sent, please email [communications@cheney.oxon.sch.uk](mailto:communications@cheney.oxon.sch.uk)

Below is an outline of the attendance figure for the school this year to date:



Year Group	Attendance Year to Date %
Year 7	95.4
Year 8	93.2
Year 9	92
Year 10	89.8
Year 11	90.9
Years 7-11	92.4

We will be publishing the year group attendance in the newsletter at the beginning of each new term for the previous term.

### What does your attendance actually mean?

Attendance during 1 school year	Equates to days absent	Which is about	Which means the number of lessons missed
95%	10 Days	2 Weeks	50 Lessons
90%	20 Days	4 Weeks	100 Lessons
85%	30 Days	6 Weeks	150 Lessons
80%	40 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons

Should your son or daughter not be able to attend school it is important that you contact the relevant year team to inform them of their absence. Please check the [Attendance and Punctuality pages](#) on the school website for the relevant contact numbers.

As part of our safeguarding responsibilities it is important that we can account for the whereabouts of every student. Therefore, if a student is absent without parental confirmation for two consecutive days we conduct a home visit. If we are still unable to make contact with the family, we then call Social Services and the police to record a Child Missing from Education.

**Head**  
Rupert Moreton, BA, MA, M.Ed

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### **Punctuality to Lessons:**

It is important to be on time for lessons. When students arrive late, it disrupts the learning of the class and the late student may miss vital instructions and information at the beginning of a lesson.

Sometimes students are unavoidably late. When this happens students should do the following:

- ★ Please knock gently on the door and wait for your teacher to show they are ready.
- ★ Explain quietly to your teacher why you are late.
- ★ Use respectful words and phrases, such as: "I'm sorry I am late. I have been speaking to my year team/ held up in the Library/at a Dentist appointment. Here is my note." Show your note.
- ★ Take your seat quietly
- ★ The teacher will mark the minutes late on their register.

Year teams are tracking punctuality to lessons and will work to support individual students who are persistently late.

Kind Regards,  
Hugh Nelson - Deputy Head of School

