

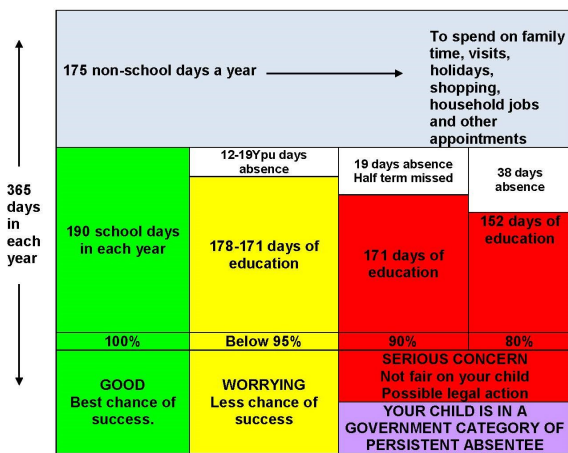
Rewarding 'good' attendance

All pupils who achieve 100% attendance will receive a certificate each term. Those with 100% attendance at the end of the year will receive a reward.



Every School Day Counts

There is clear evidence to show that days off school impact on a child's attainment and progress. Days off add up to lost learning.



- Don't let your child miss out on the education they deserve.
- Every school day counts

Nottingham Tutorial College
Falcon House
15 Pelham Road
Nottingham
NG5 1AP

Tel: 0115 845 6404
Email: enquiries@ntc.education



NOTTINGHAM
TUTORIAL COLLEGE

Attendance and Punctuality Guidance for Parents



NOTTINGHAM
TUTORIAL COLLEGE



Attendance

We are committed to ensuring that all students have access to a high quality educational experience, which allows them to fulfil their potential. Attendance to school / College is a legal requirement and important to a student's success.

Regular attendance and good punctuality to school is essential.

There is a clear link between poor attendance at school / college and lower academic achievement. If students are not in lessons they are **NOT LEARNING!**



Parents/carers

At Nottingham Tutorial College
Good attendance is defined as 'above 95%'.

As a parent/carer you can help us by:

- Not allowing your child to be absent unless it is absolutely unavoidable
- Ringing on the first morning of absence and speaking to a member of staff
- Keeping the school office updated by telephone if your child will be absent for additional days.
- Arranging dental and medical appointments out of school hours or during school holidays

Family Holidays in term time

We cannot authorise holidays during term time. Parents wishing to take their child on holiday should do so during the school holidays.

Please note:

In the event of persistent unauthorised absence, Nottingham Tutorial College will advise Denewood / Unity Learning centres. They may refer the case to the Educational Welfare Service, who in turn *may* take legal proceedings which could result in you receiving a penalty notice and a fine of £60 per child per parent/carer should your child continue to have unauthorised absence.



Lateness

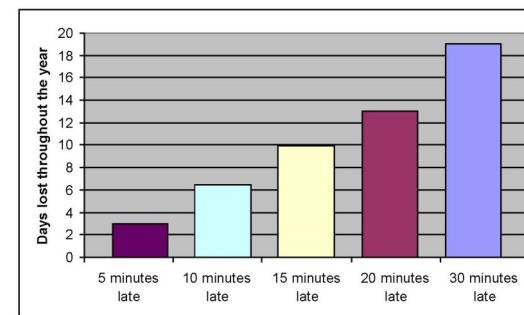
School doors open at 09:00am each day. Students should arrive in plenty of time to make sure they are ready to learn at the start of their first lesson which begins **at 09:30am.** If your child arrives after this time they will be marked as 'late'.

Please ensure your child leaves home in plenty of time to arrive at school for 09:20am.



Being late adds up to a loss of learning

- If your child is 5 minutes late every day that adds up to over 3 days lost each year
- 15 minutes late is the same as being absent for 2 weeks a year.



If your child arrives late after the close of the register, without good reason, the absence may be marked as unauthorised absence.

If your child is ill

If your son or daughter is absent from school, please notify the office by 8.30 am on **0115 845 6404.** You should do this on the first day of absence and every day thereafter until your child returns.

Please note: High levels of absence due to illness will not be authorised unless medical evidence from a doctor is provided.