

Integral Skills



ATTENDANCE AND PUNCTUALITY



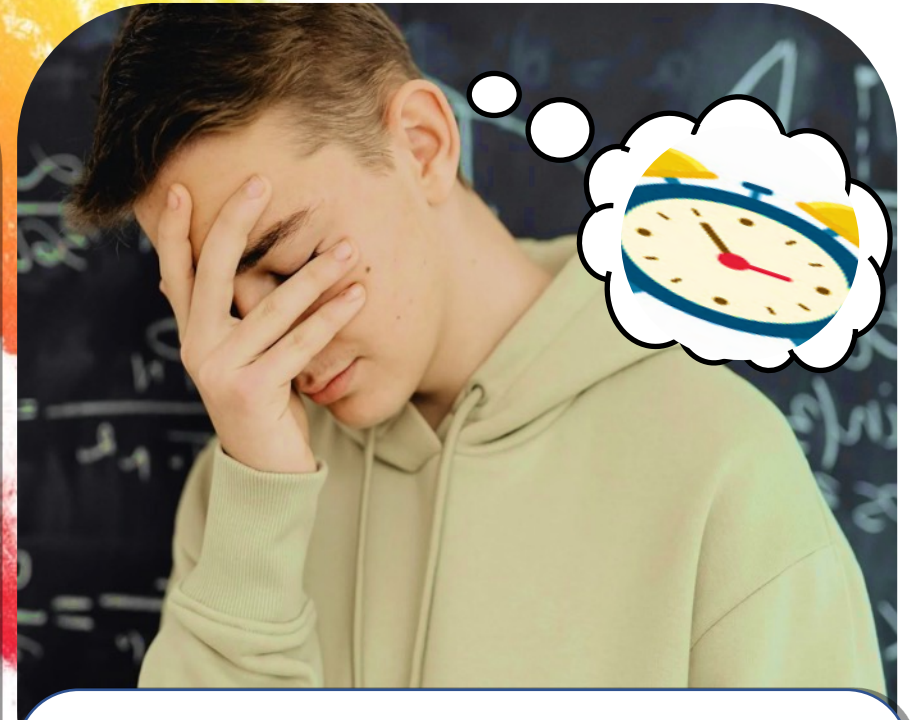
Let us pray,

Guiding Spirit, as we step into this day's learning, let our minds be clear and hearts be open. Fill us with the strength to grasp new concepts and the wisdom to apply them. In every word and every lesson, let us feel your presence. Amen.
St Joseph... Pray for us.

Why are attendance and punctuality so important?

Patrick is always running late. His friends and family are used to it and laugh it off. He's been late to school a few times too. Patrick usually does attend school though. Today, to his surprise, Patrick has been summoned to see his Head of Year. 'I don't think you realise the severity of your attendance and punctuality issues,' Patrick's Head of Year begins.

Discuss: Does Patrick's situation sound serious to you so far? Why / why not?



Patrick's attendance is 85%. Does this sound good or bad to you? Why?

I think Patrick's attendance sounds as though...



Why are attendance and punctuality so important?

New key terms:



Attendance – the measurable action of going regularly to or being present at a place or event.

Punctuality – the measurable quality of being on time or not being on time.



Reasons for low attendance

Task

Discuss as a form the following:-

1. Why do pupils miss school?
2. What are valid reasons to not attend school.
3. Think about the wider impact of each reason (i.e. on the pupil, their future, the school, their parents etc.)



Not valid reasons

- We are going on holiday
- Have a doctor or dentist appointment
- Too tired
- Want to watch TV/Gaming
- Don't like the lessons that day
- Don't like a teacher they see that day
- Missed the bus
- It's too cold
- Haven't done my homework

Acceptable Reasons

- Short-term illness
- Disability/long-term illness
- Celebrate a religious holiday which is in school time

Impact

- Negative impact on progress as chunks of learning are missed and social impact of missing out with friends
- Lower grades or less qualifications overall
- Negative impact on progress as chunks of learning are missed and social impact of missing out with friends
- Limits choices for post-16 and post-18 due to grades or attendance rates
- May have further impact on career path and jobs open to them
- May have to retake qualifications
- Long-term confidence issues
- Poor time management

Attendance in School

Taking attendance registers is a legal requirement for schools. The general expectation is that pupils attend all of their lessons.

Acceptable reasons for absence include:

- Illness
- Religious events
- Pre-planned absence and have permission
- Personal issues (case by case)

Schools and other key workers will support families to improve attendance. In extreme circumstances, parents can be seen to be breaking the law. If found guilty consequences include; a parenting order, community order, a fine of up to £2,500 or even a sentence of up to 3 months in prison.

The impact of low attendance on school pupils can be long lasting:

- **Grades** - the more days you miss, the more lessons and important content you miss which can ultimately affect your exam results
- **Health** - pupils with high attendance have higher levels of wellbeing, including their mental health
- **Development of skills** - being in school helps to build other essential skills such as social skills, listening & teamwork etc. which can suffer with high absence rates.

Impact of missing lessons

90% is good right?

If your attendance is 90%, it means you are absent:

- Half a day every week
- 19 days across the school year
- at 6 lessons a day, this is a total of 114 hours of missed learning
- a total of 133 days across your time at school

1 day makes a difference

If your attendance is persistently below 90% you are risking your grades, losing out on the development of life skills and missing new experiences and opportunities.

Research shows that GCSE students who missed out on A*-C grades in English and Maths had been absent for an average of 10 days in Year 10 and Year 11.

It is not just grades

Your school can issue fines and you may be referred to the Education Welfare Service.

Colleges, sixth forms and other educational providers may ask for your school attendance record in your application.

Build good habits now.

Task

What could the repercussions be if you missed 10% of your workdays?

School Attendance & My Future

Low school attendance is an indicator of life outcomes. Those who were chronically absent at school are more likely to have mental and physical health issues in adulthood

People who have a strong education foundation are likely to live longer, healthier lives due to financial security and peer networks

Students with high attendance are more resilient, have higher self-esteem and a more positive self-image.

Task

Discuss the 3 long-term impacts above and how they could shape your future:

- career
- family
- home.

Extension

How will your relationships be impacted?

Task One:

You probably already have a rough idea of your percentage attendance for school. Your attendance percentage is something your Form Tutor can tell you. Today, we're going to look at advice about attendance levels for pupils in general.

Task: You all have time to amend or improve your school attendance levels and make them excellent. But what do you think a future employer would say if they knew how often you attended or were late to school as things stand at the moment (have a think for a minute, or if comfortable, discuss with a partner).



Why are attendance and punctuality so important?

Task Two:

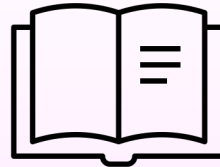
Let's have a read now about why us getting our punctuality and attendance up to scratch is so important, for both school and future careers.

POPCORN READING!

We will take it in turns to read.

When you have finished reading a section, say the name of the next person in the class you would like to read.

Listen carefully, in case your name is next.





ATTENDANCE
MATTERS
ALL DAY, EVERY DAY

Attendance: The Ticket to Academic Triumph

Imagine this: You're cruising through secondary school, acing your essays and mocks, but you've got a habit of being a bit late to period one, now and again. Well, turns out, that could be holding you back, big time. According to data from the UK Department for Education, students with attendance rates below 95% are more likely to struggle in exams (and each missed period counts).

Think about it—every lesson missed is like missing a piece of the puzzle, and when exam time rolls around, you might find yourself scrambling to put it all together. You don't know if that final exam question, that could have made the difference between your grades was covered in that one lesson you missed the bus because you were doing your hair.



Now, let's talk about punctuality—the art of being on time, every time. Sure, it might not seem like a big deal now, it's a game-changer down the line.

A study in primary and secondary school students in the UK revealed a clear positive correlation between attendance rates and academic performance. Students with higher attendance rates consistently exhibited better grades and achieved greater levels of attainment. This suggests that consistent attendance is a key factor in facilitating learning and maximising educational outcomes. Interestingly, it was also found that students with consistent high attendance exhibited better levels of social competence, self-regulation, and emotional well-being too. So; attending school actually helps you feel better about yourself – and we have the research to prove it!

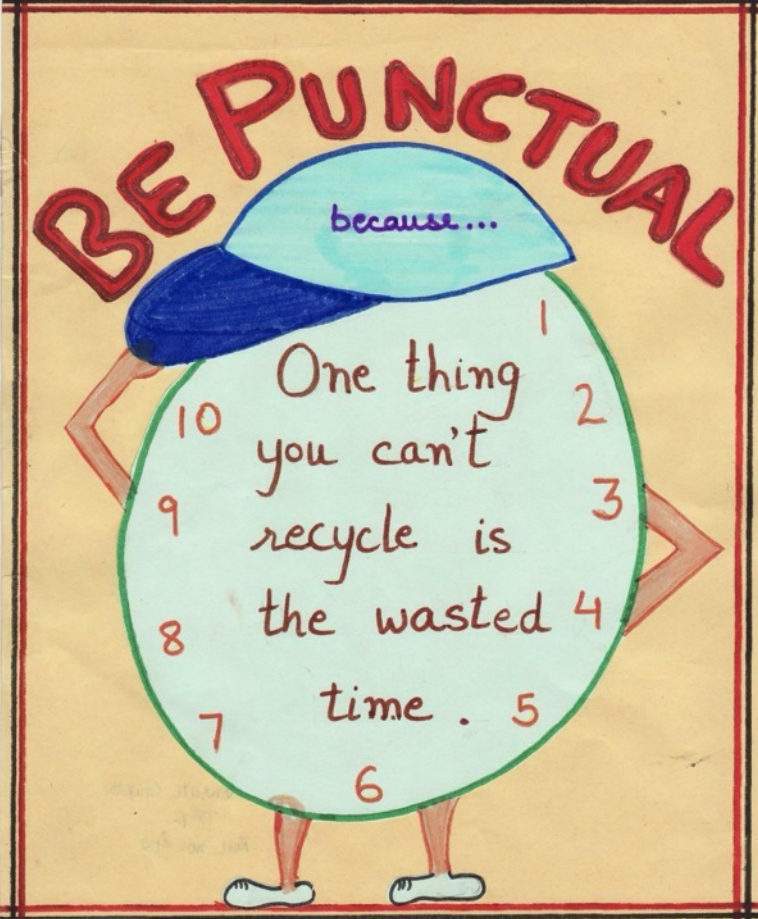


**Ok, so what's that got to do
with future careers and job
prospects?**

Employers put one thing higher in their 'must have list' than any other – no matter what field you choose to work in, and that's reliability. Employers love punctual people. They know they can count on them to show up when they're supposed to and get the job done.

In fact, research from the Chartered Institute of Personnel and Development (CIPD) shows that absenteeism and lateness cost UK businesses billions of pounds each year in lost productivity.

So, when a student walks into a job interview with their reputation for punctuality, it's like waving a magic wand that says, "I'm reliable, I'm responsible, and I'm ready to work" – and hopefully they have the references from school and college to prove it. Whether it's a part-time job at McDonalds, an internship with an MP, an electrician apprenticeship, or you're a junior doctor position. Your employer will first think about one thing – can we actually rely on this person?



Companies Value Attendance and Punctuality

But don't just take our word for it—major companies such as Google place a huge emphasis on punctuality. They know that in a fast-paced tech environment, every minute counts, and being late can throw off the whole team. So, if you're dreaming of landing a job at Google one day, you better start practicing your punctuality now.

Google chief people officer Fiona Cicconi recently told staff that it will still consider attendance records in any future performance reviews, which means one thing – if you don't have a good record of attendance and punctuality, you might not rise up the ranks, or worse still, you may lose your position at the company.

And how about Starbucks? Or, in fact, any customer-facing environment – they know that when their baristas show up on time and ready to work, it creates a positive experience for customers and keeps the coffee flowing smoothly – which keeps business running smoothly too. So, if you've ever thought about working at Starbucks part-time while you're in college or university, showing up on time to school could be your ticket to snagging that job.

BEING PUNCTUAL SHOWS THAT YOU...

HAVE INTEGRITY

VALUE & RESPECT
OTHERS

VALUE
YOURSELF

CARE

ARE RESPONSIBLE



Attendance and punctuality might not be the most glamorous aspects of school life, but they're definitely the ones that can set you up for success. Whether you're aiming for top grades, eyeing your dream university, or dreaming of your future career, showing up and being on time are the keys that'll unlock all those doors.

So, keep that attendance record clean, set those alarms, let school know of any issues you need support with, and get ready to conquer the world—one punctual step at a time!

Who can help improve my attendance?

Friends



Family Members



School Teachers



Medical Professionals



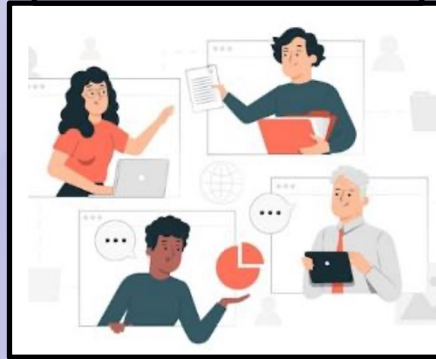
Other Trusted Adult



Me



Local Religious Leaders



Charities & Support Services



Task:

Who is the number one person you would go to for help? Why?
Whose responsibility is school attendance? Why?



IMPORTANT INFORMATION



FOR MORE INFORMATION ABOUT THE TOPIC COVERED IN PSHE TODAY
WE WOULD ADVISE ONE OF THE BELOW:

SPEAK TO YOUR PARENTS/CARERS, HEAD OF YEAR, FORM TUTOR OR
A TRUSTED ADULT OR FRIEND.

IF YOU HAVE ANY CONCERNS ABOUT YOURSELF OR SOMEONE YOU KNOW.
IT IS IMPORTANT TO SPEAK UP AND TELL SOMEONE!

SPECIFIC FURTHER INFORMATION ON THIS TOPIC CAN BE FOUND HERE:

- ☐ Time management tips for students - <https://www.futurefit.co.uk/blog/time-management-skills-for-students/>
- ☐ Time management tips for employees - <https://clockify.me/blog/productivity/employee-time-management/>
- ☐ [School, college and work | Childline](#)

**SEEKING
SUPPORT**