

**3rd March 2020**

## Children are expected to attend school for at least 96%.

- Attendance of 96%+ is regarded as good by Ofsted
- Attendance below 96% is cause for concern and needs improvement
- Children with attendance below 90% are regarded as persistent absentees and referred immediately to the Education Welfare Service which may lead to a fine being issued

### Exceptional or Special Leave

The Headteacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The school considers each application for term-time absence individually, taking into account specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.



### Acceptable Reasons For Absence

- Illnesses such as vomiting and diarrhoea
- Childhood diseases such as chicken pox



Minor ailments such as cough and colds are not acceptable reasons.

Please phone the school absence line on your child's first day of illness, giving as much detail as possible.

Please note 'sick' cannot be accepted as a reason and more details along with evidence will be required.

### Lessons Start At 9:00am

Doors open at 8.50am to give your child plenty of time to settle into their classroom.

Arrive after 9:05am and your child is marked late!

Arrive after 9:25am and your child has an unauthorised absence mark!

### 5 Minutes Late?

Arriving after 8:50am. means your child:

- Doesn't have time to say hello to their friends
  - Joins the lesson after it has begun, missing vital instructions
  - Could start the day flustered and unsettled
- 6 lates = 30 minutes missed (which is the equivalent of one reading lesson)

### Attendance Rewards

- Weekly attendance—Classes with the highest attendance in the week will receive a class certificate during our success assembly every Friday.
- Attendance Monopoly—Classes with attendance above 97% and 0 lates for the week, the class will move one square on the game board. Once the class land on the reward square they get to pick a class reward such as watching a film, no homework or non-uniform day etc.
- Children with 100% attendance in the term will receive 100% badge—Bronze for 1 term, silver for 2 terms and gold for 3 terms.



# Every minute in school counts!

Being late means your child:

- Misses important social time with friends before the day begins
- Misses reading time
- Misses time to browse in the book corner and change a book
- Misses vital information at the beginning of the first lesson, making it harder to learn



## Helping your child to come to school on time

Get everything ready for school in the evening



Have the same early bedtime routines every night



Get up early every morning



Eat a good breakfast



Allow plenty of travel and parking time



## Medical Appointments

Medical appointments should be taken out of school hours when possible. Where this is not possible, the pupils should be out of school for the minimum amount of time necessary. Advanced notice and evidence of your child's appointment is required for authorising these absences.



## Legal Sanctions

If issued with a Penalty Notice, parents must pay £60 per parent, per child within 21 days or £120 per parent, per child within 28 days. The payment must be made directly to the Local Authority.

When issuing a Penalty Notice, the Academy may take into account:

- A number of authorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken during term time without permission
- Where an excluded pupil is found in a public place during school hours without justifiable reason

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute the parent.

## NO permission for absence for a holiday

Permission for absence for a holiday, for travelling or to visit relatives will NOT be given under any circumstances. Families who do take holidays in term time may be issued with a fixed penalty notice.

