



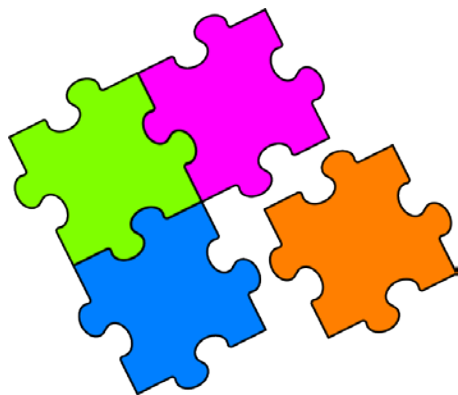
# School Attendance and Absence Information for Parents/Carers

"Every day pupils learn something that helps them gather information they need to make good progress – like a jigsaw.

When they have all the pieces and days are not missing, the picture is much clearer"



For our pupils, every day at school is like getting a piece of a jigsaw puzzle - the more pieces they have the easier it is to see the whole picture. We plan learning opportunities that build on previous activities and understanding and so everyday is an important one for our pupils to attend Inspire Academy.



### Parent Support Advisor

We want to work closely with parents and carers to make sure that all our students come to school every day so they can reach their full potential.

If you think we can help you with this then please contact the school office and arrange an appointment with our Welfare Team.

**We each have a role to play to ensure that your child makes the most of their education.**

**We welcome your support and value your involvement.**

If you have any questions about attendance or information within this booklet, please do not hesitate to contact us.

Inspire Academy  
Silverbank  
Churchill Avenue  
Chatham  
ME5 0LB

Telephone: 01634 827372

Email: [office@inspireacademy.org.uk](mailto:office@inspireacademy.org.uk)

## The Law



Your child must receive full-time education. As a parent, you are responsible for making sure this happens. Irregular attendance will undermine your child's education.

Statistics show that children who miss school can become victims of crime and some are drawn into anti-social behaviour. A low attendance rate will slow down your child's educational progress and affect their learning abilities.

**The national average attendance for a specialist provision is 90%**

Fixed penalty notices for 10 sessions of unauthorised absence within a six week period or an unauthorised holiday which could result in up to £120 fine per parent/carer, per child, and court action can be enforced if your child's attendance is low, and if despite the best efforts of the school and Educational Welfare Service, attendance does not improve.

Before this comes to a situation where Penalty Notice is issued, Inspire Academy will work closely with families to address all issues & concerns.

## Monitoring Attendance

If your child is unwell for one day you should let us know by:

- Telephoning the school office on 01634 827372 - leaving an answerphone message if you call before 8am.
- Alternatively, call or text the Welfare phone on 07902 826 591
- State the child's name, class and reason for absence.
- Registering with ParentMail and reporting your child's absence via the ios/android app.

The school will monitor absence and lateness in the following ways:

- Telephoning home on the first day of absence if we do not hear from you.
- Fortnightly checking of attendance with the Welfare Manager and the Attendance Advisory Practitioner.
- Referring low attendance to the Attendance Advisory Practitioner.
- Inviting parents/carers in to school for the Attendance panel chaired by the Senior Attendance Advisory Practitioner.
- Issuing Fixed Penalty Notices or prosecution.

## Lateness



Lateness will be referred to the Attendance Advisory Practitioner and can provide grounds for prosecution.

Students that walk to school alone must be encouraged to walk directly to school, as quickly as possible, in order to keep themselves safe and arrive to school on time.

### Taking Holiday in School Time



The Head of Academy will **not** grant any holidays during term time unless there are **exceptional circumstances**. If you arrange a holiday during term time that has not been authorised, you may receive a Fixed Penalty Notice of up to £120.

### Authorised Absence



Only the Head of Academy can authorise an absence. They are not obliged to accept your explanation. Absence may be authorised for various reasons e.g. sickness, a one-off event, or a family bereavement.

Absences will not be authorised if:

- Another member of the family is ill.
- The family have overslept or had a late night.
- There are problems with school uniform.
- You have forgotten school dates.
- Your child attends a medical/dental appointment for more than half a day without written proof that is necessary.
- There is an annual family event such as a birthday.
- You take your child shopping.
- The weather is bad (unless the school have notified you of any closures).
- Your child's attendance is below 96%.



### Helpful Hints

Telephone the school office before 9.00am **each day** of absence (even if the absence runs over several consecutive days) or text the welfare phone.

Or, if you have a ParentMail account, you can report your child's absence via the ios/android app.

Notify the school, in advance, of any medical appointments and bring in appointment cards/letters as evidence.

Respond promptly to any school enquiries regarding absences.

Provide evidence, such as medical letters/notes for any medical appointments during school hours.

Keep us well informed of any ongoing medical conditions that may affect your child's attendance and estimated recovery time.

Do not arrange holidays during term time.

Make sure you have alternative arrangements in place for another family member/relative or friend to collect your child in the event of an emergency.

If you are not sure whether your child is well enough to attend school (as long as no vomiting/diarrhea has taken place for 48 hours) send them in anyway, as children often perk up throughout the day. We will contact you if they do not improve.

**REMEMBER..... Always make sure the school has up-to-date contact information for you.**