

Inspire Academy



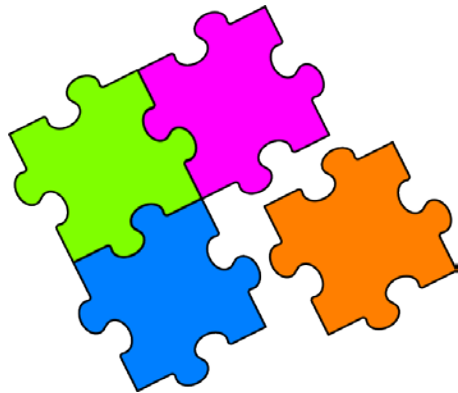
School Attendance and Absence Information

"Every day students 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 Students, 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 students 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, Mrs Dewar/Mrs Edwards.

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
Churchill Ave
Chatham
ME5 0LB

Telephone: 01634 827372

Email: 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; affect their learning and their progress

The national average for attendance is 96.4%

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 used if your child's attendance is low, and despite the best efforts of the school and Educational Welfare Service, it 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,
- You should state the child's name, class and reason for absence.

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

- Telephoning home on the first day of absence
- Weekly checking of attendance with the Welfare Manager and the Attendance Advisory Practitioner.
- Referring low attendance to the Attendance Advisory Practitioner.
- Inviting parents/carers into 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.

Taking Holiday in School Time



The Head Teacher will **not** grant any holidays during term time unless there are exceptional circumstances. If you take 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 Teacher 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 (such as a sibling graduation), 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.
- Your child's attendance is below 96%.



Helpful Hints

Telephone the school office before 9.00am on the first day of your child's absence - 01634 827372

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

Respond promptly to school enquiries about school absences.

Provide evidence, such as a letter from the hospital for whole day medical appointments.

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

Do not take holidays during term time.

Make sure you have alternative arrangements in place for a friend or relative to bring or collect your child in an emergency.

If you are not sure whether your child is well enough to attend school, bring them in anyway as they often perk up throughout the day. We will contact you if they do not.

If your child has a well-known childhood illness, contact the school about recovery time.

Always make sure we have up-to-date contact information for you.