



## School Attendance

Your responsibility as a parent

Whilst we accept in some cases there will be genuine reasons for your child's absence within the school year, as an Academy we set high expectations to ensure all students are able to reach their full potential. The student target attendance is 95% (in line with government guidelines). This may sound high. However, it is equal to a young person missing one half day per fortnight of schooling.

You must notify us on the FIRST day your child is unable to attend school due to illness and any subsequent day thereafter. We reserve the right to record this absence as 'unauthorised' if we are not fully satisfied of the authenticity of the illness. We may also ask you to provide medical evidence to support the illness before authorising any absence. This medical evidence may take the form of prescriptions, appointment cards etc. rather than formal doctors' notes.

We endeavour to work together with students, staff and parents to improve whole school attendance and know you will support us in doing this. Therefore if your child is persistently absent from school (attendance is below 90%) we may not automatically authorise this absence without evidence as outlined above.

Holidays will only be authorised by the Principal in exceptional circumstances, and we request that you make every possible effort not to take holidays during term time.

If your child has a significant amount of unauthorised absence we WILL be taking further action including referring the case to the Local Authority for prosecution when other supportive in house actions fail to show improvement.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1) of the same Act states that where a parent of a child, fails to ensure regular attendance of a registered pupil at school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, start legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively Section 444B of the same Act empowers the Local Education Authority to issue a Fixed Penalty of either £60.00 or £120.00.

Should you require to discuss this further, please do not hesitate to contact the Attendance Team here at the Academy on 01427 612411.

**Mr Boucher**  
Assistant Principal



## Did you know that?

*Parents if possible, please try to arrange appointments outside of school times.*

You must inform the school every day your child is poorly otherwise it will be **marked as unauthorised** even if it is above 93%

For absences below **93%** they will be marked as unauthorised unless we receive medical evidence.

Certificates and incentives will be awarded to pupils who achieve **100% attendance.**

Absences with no explanation will be marked as **unauthorised.**

We have numerous Attendance Programmes in place with rewards for your child.

If you need to make an appointment to see the Attendance Team please phone the school to organise or leave a message and they will get back to you.

Signing into school after 10.00am is an **unauthorised absence** unless medical evidence is provided

You can contact the Attendance Team if you are worried about your child's attendance. We may be able to

**offer support.**

Attendance below 90% in the school year is the equivalent of 4 weeks or **100 lessons missed!**

If a student is **absent**, the Attendance Team will text you, then phone on the numbers provided. If we have had no contact in 2 days we will make a home visit

It is the parents/carers duty to ensure their child attends school

**15%** absences from sessions over the year is like missing a whole half term