

If your child is absent from school, please ensure you ring the school attendance line before 8.30am, explaining the reason for absence and the expected return to school.

If the absence is longer than 3 consecutive days, we will presume that medical advice has been sought and medical evidence should be provided for the absence.

If your child has had three or more periods of illness, medical evidence will need to be provided in order for the absence to be authorised. Unless this evidence is provided, the absence will be recorded as unauthorised.

The registers close at 8.45am

If your child arrives after this time, they will be marked with a "L" code.

If they arrive after 9am, they will be marked with a "U" code which means they are absent for the morning session. 10 or more "U" codes in a ten week period, may result in a Penalty Notice being issued.

Any leave of absence (holidays) taken during term will be unauthorised and may result in a Penalty Notice being issued. This is a fine issued to each parent, per child and not per family.

If your child's attendance continues to be poor despite efforts to support parents in improving attendance, then the academy will consider a referral to the WPA Education Welfare Officer.

If you have any questions, please do not hesitate to contact:

Named person: Mrs Martin  
On : 01342 323906



## **Tips for parents to encourage Excellent Attendance**



# Every Day Counts

## Establish **GOOD ATTENDANCE HABITS**.

Children look to you as role models, show them it is important.

**START NOW.** The earlier you start, the better and easier it will be.

**TALK** regularly with your child about school and how they feel about it.

Children are more likely to want to attend and learn, if they feel supported and know their anxieties are being listened to

**PHONE** or text on the first day of your child's absence, to let the school know, why your child is absent and when you expect them to return.

Putting the school number in your phone saves time.

**ONLY** allow days at home for genuine illness (YOU will know).

Lack of consistency now, leads to problems later.

Arrange for a friend or neighbour to take your child to school if a sibling is sick. It is not fair to prevent a child from learning.

**DO NOT** take holidays in term time. Headteachers no longer have the authority to authorise them and you may be subject to a fine.

**KNOW** routines of the school day to avoid issues.

**HELP** your child get ready the night before, e.g. school bag; reading book or PE kit.

**ESTABLISH** a good bedtime routine, so that your child can sleep well; get enough sleep and make getting up in the mornings less of a struggle.

**SET** an alarm clock, rushing is unsettling. Allow plenty of time to travel to school.

**PRAISE and REWARD** good attendance, even for small successes, like getting ready quickly, even if resisting going to school.

**BE WATCHFUL** and supportive in the run up to tests in school and be aware of friendships groups.

**CONSIDER** going to the Breakfast Club.

**REMEMBER:** raise any concerns or issues as soon as you become aware. Delay may make matters worse.

