



## School Attendance

### Important Information for Parents and Carers

#### **What times should my children be in school?**

##### **MORNINGS**

**Gates open at 8.40am and close at 8.50am.** Please be aware that the register is taken during this time. Learning begins as soon as children arrive in school.

If your child arrives after this time, their register will be marked 'late'.

Arriving late to school regularly is tracked in the same way as being absent for a full day – if your child is often late, we will contact you.

##### **AFTERNOONS**

The **school day ends at 3:20**. Gates will open at that time, for you to collect your children.

#### **Is it really serious for children to not be at school?**

**Yes.** Absence is one of the biggest factors that prevent children from succeeding in adult life.

Research into children's futures as young adults show that missing education impacts negatively on work, earnings, positive relationships and even good health.

#### **Is 90% attendance acceptable?**

No. A child with 90% attendance will miss 19 days (4 weeks) worth of learning. **Children should aim to be in school for at least 95% or more of the school year.**

#### **Is it OK for children to arrive late at school?**

**No.** By being late, children will miss important learning at the start of the day. They will also miss registration time and important social time with their friends and teachers.

#### **Why should children be ON TIME for school?**

- Your child will be calm and ready to learn through the rest of the day.
- The morning includes most of children's 'core' learning – essential Reading, Writing and Maths.
- They will not miss the start of any lesson – they will be better able to understand what is going on.

- They will not disturb their classmates.
- Their attendance % will remain high and you will not be at risk of a fine.

### **Absence and Lateness**

**If your child is absent from or late to school you MUST contact us to tell us why on the SAME day.**

If they are absent or late -

- They will miss lessons and important information.
- Their learning will fall behind and this will impact their achievement in school.
- High absence prevents children reaching their full potential.
- Education Welfare Officers may be informed and this may lead to a school attendance panel or fines if absence is persistent without valid reason.

### **Illness**

- Being ill might prevent your child from going to school but if they can get out of bed and play or watch television they should be at school.
- It's fine to send your child to school with a minor cough or common cold. But if they have a high temperature, keep them off school until the temperature is gone.
- Feeling tired is not an illness, children need to go to bed at a reasonable time.
- You will be asked to provide evidence of visits to the doctors/hospital/dentist and opticians, for example an appointment card/ letter/ text or copy of a prescription.
- If your child needs regular, long-term medication, you MUST talk to school – we can create a plan to support your child in school.

### **Holidays or leave of absence from school**

Taking children on holiday or out of school during term time is against the law.

We understand that holidays during term time may cost less money, but they are still against the law.

The school will only authorise absence during term time in very exceptional circumstances and this should be put in writing to our Head Teacher, at least four weeks before the proposed date.

We are also required to ask you to share evidence of reasons of absence with us – for example, confirmation of a medical appointment.

Taking unauthorised absence from school could result in a fixed penalty notice from the local authority.

## **The Law**

Parents and carers are legally responsible for ensuring that their child receives a suitable education.

Failure to ensure a child's regular attendance at the school at which he/she is a registered pupil is a criminal offence under the Education Act 1996.

Legal proceedings may be instigated against you if your child does not attend school regularly.

**The national expectation for children in education is that they are in school for 96% of the time.**

**Schools have to consider a fine if a pupil misses 10 sessions (half days) of unauthorised absence in a rolling period of 10 school weeks. For example, 4 sessions in term time plus 6 instances of arriving late. The period of 10 weeks can also span "different terms or school years".**

**A member of staff will contact you in the event that your child's absence is causing concern.**

## **What happens if we have concerns about your child's attendance?**

A member of staff will contact you and probably arrange to meet with you as soon as possible.

Depending on the nature of the reasons for absence, it might mean;

- An informal discussion by phone or in person
- An attendance meeting – School Attendance Support Meeting (or SASM) to which you will be invited. Your child might also be invited if they are old enough.
- Your SASM might also be combined with other meetings, if you have them – for example – Behaviour Support meetings, SEND reviews or TAC meetings.

If your child's attendance improves, we will let you know – thank you and well done! 😊

If it does not improve;

- There will be further SASM meetings
- An agreed action plan put in place
- Potential for legal action

## **Home Visits**

We routinely make Home Visits. We decide which Home Visits to make every morning, once registers are completed.

We might visit for example, because;

- Your child has been absent for a few days
- We have not been able to make contact with you to establish a reason for absence
- There are safeguarding concerns for your child or family

If we visit, and we do not make contact with you – we will leave a calling card to let you know that we have been.

## **Who to contact in school**

At Park Academy, we have a variety of professionals who are able to support with attendance matters including;

- your child's class teacher,
- Mrs Smith (Attendance Lead)
- Mrs Radford (Head Teacher, Designated Safeguarding and Attendance Lead)
- Mrs Spicer and Mrs Williams (main office staff)
- Our internal Pastoral Team including Mrs Jo Farmer (Family Welfare Officer) and Mrs Richardson (SENDCO)

## **Contact details;**

01205 368805

[enquiries@parkacademyboston.net](mailto:enquiries@parkacademyboston.net)

You can also contact us through MyED (parent communication app). Please ask in the office if you are not able to access that.