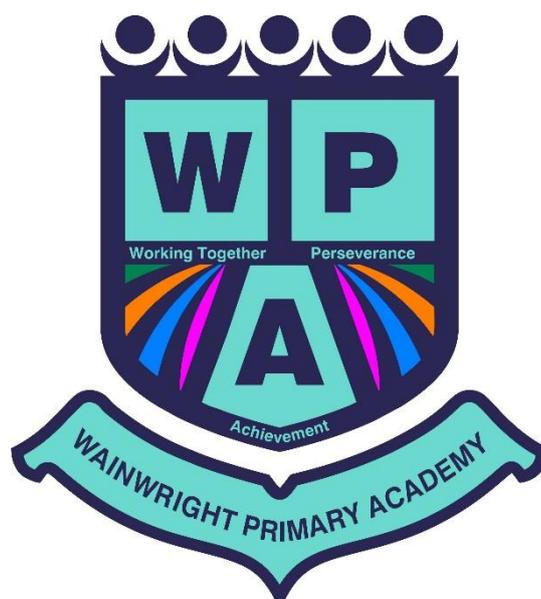


WAINWRIGHT PRIMARY ACADEMY



Attendance and Punctuality Information for Parents and Carers



Diverse
Academies

School Matters!



At Wainwright Primary Academy, we believe that regular attendance is vitally important in raising achievement and developing the potential of our pupils.

Pupils need to attend regularly if they are to benefit from the educational opportunities available to them. Although we aim for 100% attendance, each year we set a target for attendance and this is used to compare us to other schools nationally. Our current target is 96% attendance.

There is a strong link between good school attendance and high levels of attainment.

Regardless of reason, if your child is absent from school it will impact on their learning and development.

Parents/Carers are legally responsible for ensuring their child attends school on time every day.

Your child's chances of a successful future may be affected if they are not attending school regularly.

The complete attendance policy is available on the academy website, or alternatively you can request a copy from the academy office.

Medical Appointments

Where possible, all appointments should be booked outside of school hours or in the school holidays. Where this is not possible, the amount of time missed must be kept to a minimum. Please do your best to make the appointment after 2pm and then your child can have their afternoon registration mark before you pick them up. Please note the academy may not authorise the time off if medical evidence is not provided.

Too ill to attend school

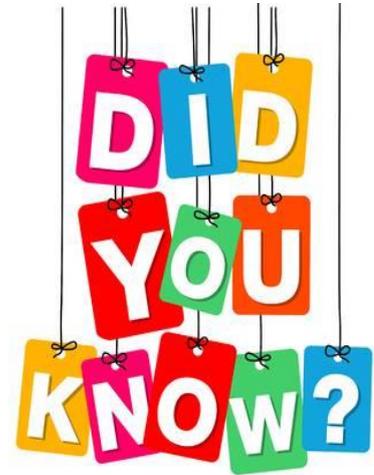
Children can attend the academy with minor ailments (toothache, headache, stomach ache, a cold, a sore throat) and over the counter medicines can be given before school. The academy will contact you if your child becomes too ill to remain in school. Children should be absent from school for 24 hours if they have diarrhoea or vomiting.

If you are unsure how long your child should be absent with an illness, speak to a member of the academy office, your doctor or your pharmacist for advice.



Did you know?

- ❖ 90% attendance is the equivalent of missing 100 hour long lessons.
- ❖ If you take your child on holiday in term time, your child's attendance for the year immediately drops to 95%
- ❖ 90% attendance means a $\frac{1}{2}$ day absence each week; 4 weeks over the year and half a year's absence over 5 years!
- ❖ 90% attendance is the equivalent to a full month off school in a year!
- ❖ You can be fined up to £2,500 or given a 3 months prison sentence if your child misses too much school.
- ❖ Research shows that pupils who attend school regularly are more likely to do well in the future.



Unauthorised Leave in Term Time

Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods.

Requests for leave due to exceptional circumstances, preventing the period of leave being taken during the school holidays, must be made in writing to the Principal, via the 'Leave of Absence' form, which you can obtain via the academy office.

Fines of £60 per parent/carer may be issued where unauthorised leave has been taken during term time.

Absence During Term Time

Children **MUST NOT** be absent from school for:

- ❖ Day trips
- ❖ Shopping
- ❖ Birthdays
- ❖ Baby sitting
- ❖ Parent/Carer or sibling illness
- ❖ Visiting family

Reporting Absence

It is the parent/carer's responsibility to notify the academy as early as possible if your child is going to be absent. A reason **MUST** be provided. Please ring the academy office on 01623 662110, or alternatively send a message on class dojo.

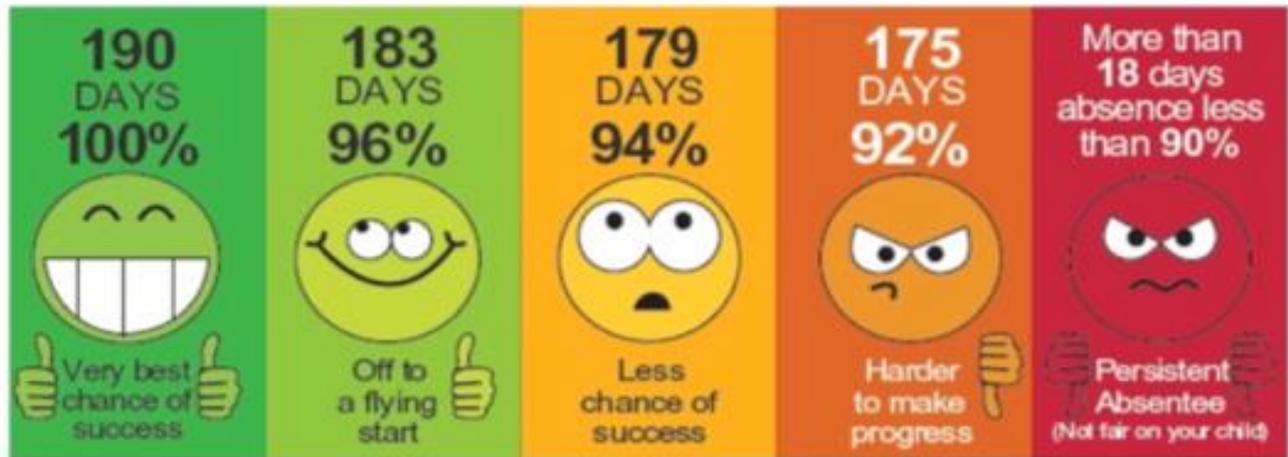


Support

If you are concerned about your child's attendance, please arrange a meeting with Mrs Hallam. You can book a meeting via the academy office, class dojo or alternatively ring/text Mrs Hallam on the school mobile 07966 947229



There are **190** days in a school year which leaves **175** days to spend on family time, shopping, appointments and other things.



Persistent Absence

Any child with attendance below **90%**, regardless of the reason for absence, is considered to be a persistent absentee. This equates to just 2 days per month.

IS YOUR CHILD A PERSISTENT ABSENTEE?

Statistics show that persistent absentees are less likely to achieve their full potential and can affect SATs grades, and a child's future potential.

Punctuality

It is important that your child attends school every day and on time. Arriving late to school is unsettling and can be embarrassing for children.

The doors open at 8.45am

The register is taken at 9am prompt.

If your child arrives after 9.10a.m they will be marked as 'L' for Late.

If your child arrives after 9.25a.m they will be marked as a 'U' for unauthorised.

Lateness = Lost Learning

Is your child getting to school on time?



Did you know?

- 5 minutes late every day = 15 hours a year = 3 days of learning
- 10 minutes late every day = 30 hours a year = 6 days of learning
- 15 minutes late every day = 45 hours a year = 9 days of learning
- 20 minutes late every day = 60 hours a year = 12 days of learning
- 25 minutes late every day = 75 hours a year = 15 days of learning

Your Legal Responsibility

If your child does not attend school regularly, the Local Authority can take action against you. This can be through a **Fixed Penalty Notice** (fine) or a summons to appear at Magistrates Court.

What is a Fixed Penalty Notice?

The Anti-Social Behaviour Act 2003 introduced legislation for Local Authorities to issue Fixed Penalty Notice Fines to parents/carers of pupils who have unauthorised absences from school.

A Penalty Notice fine can be issued for two reasons:

- ❖ If a holiday is taken during term time, without the permission of the Academy Principal.
- ❖ If a pupil has unauthorised absence from school and their parent/carer fails to co-operate with school staff and/or other professionals to improve the situation.

What are the fines?

£60 per parent/carer to be paid within 21 days. If it is not paid within 21 days a summons can be issued to appear in Magistrates' Court.

The Local Authority can decide whether to issue a summons to Magistrates' Court instead of a Penalty Notice Fine.



Every Day Counts!

Attending school every day will help give your child the best possible start in life.

Going to school every day means:

- ❖ Learning new skills
- ❖ Making friends
- ❖ Having lots of fun
- ❖ Building lasting relationships
- ❖ Taking part in exciting activities
- ❖ Developing confidence and self-esteem

You can help us to help your child by encouraging regular school attendance.



School success starts
with attendance

Routines

The easiest way to ensure your child attends school on time every day is to establish a **GOOD EVENING AND MORNING ROUTINE**.

If mornings are hectic in your household, prepare as much as possible the night before.

How you can help

- ❖ Aim for 10 hours sleep a night for your child. This will make the following day at school easier for them to cope with
- ❖ Make sure your child eats breakfast, it helps them stay alert in school.
- ❖ Help your child develop routines.
- ❖ Get their school bag ready the night before.
- ❖ Develop a night time routine that involves checking their homework, reading and bed.

