



Holbrook Academy

Attendance Procedures

A Guide for Parents/Carers

Attending school is important to ensure students are able make the most of their education in order to reach their full potential. If you raise a child's attendance you raise their academic chances.

1. When does my child need to be in School?

Your child should be at school in good time for registration. The morning register will be called promptly at **8.40am** and the afternoon register at **1.35pm**.

2. What happens if my child is late?

Registration closes at **9.00am** in the morning and **1.45pm** in the afternoon.

Students who arrive late but before the register closes will be counted as present but will be coded as L for lateness and dealt with according to the Academy's Behaviour and Rewards Policy.

Any student arriving after the register has closed and has been 'sent' will be marked absent with code U, or with another absence code if that is more appropriate.

A student is late if they arrive to form after 8.40am and before 9.00am and to lesson 3 after 1.35pm. Except in special circumstances.

If your child arrives after registration has been taken, without good reason, they will be marked late. Students who arrive after registration should report to the school office, and sign in

Special Circumstances does not include everyday morning rush hour traffic. It is the responsibility of parents/carers to ensure their child arrives at school on time every day.

3. Does the School need letters explaining my child's absence or is a phone call acceptable?

We expect a parent/carer to send a message via the Schoolcomms or telephone the school on every day of absence. If you do not phone us, we will endeavour to phone you as soon as we can. If we cannot contact you we will send you a text message.

If we do not receive a response from the first priority contact details you have provided for your student we may telephone the other contacts you have provided in order to ensure that the whereabouts and safety of your child is known. If we are unable to make contact other agencies may be informed as appropriate. If no explanation is given for an absence a letter asking for confirmation of the reason for the absence with a deadline will be set for your reply and the letter will inform you of this. If you fail to reply by this date or the explanation you give is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report. Any unauthorised absences will be shared with the Academy's EWO.

4. What reasons will the school accept for absences?

- i. where leave of absence has been agreed in advance, eg:
 - A student is to participate in an approved performance in which a licence has been granted by the Local Authority;
 - A student is involved in an **exceptional** special occasion;

- In **exceptional** circumstances permission is granted for a family holiday in which parents have sought permission in advance;
- ii. where the school is satisfied the student is too ill to attend and medical evidence is provided if requested;
- iii. where the student has a medical appointment and evidence is provided in advance (although parents are requested to make the appointments outside of school hours wherever possible, or return to school promptly after the consultation);
- iv. where there is an unavoidable cause for the absence which is beyond the family's control, eg extreme weather conditions.
- v. the student is entitled to home-school travel and no transport has been arranged by the local authority;
- vi. the absence occurs on a day of religious observance by the religious body to which their parents or the student belongs;
- vii. The student is of no fixed abode, their parents are engaged in trade in which they travels, the student has attended school as often as the nature of the trade permits and, having reached the age of eleven, they has attended 200 sessions in the preceding twelve months;
- viii. In other exceptional circumstances (eg a family bereavement) and **for a limited time**.

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details and appointment letters. In cases of recurring absences through illness you will be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, etc.

6. Will the School contact me if my child is absent?

The school operates a first day response to absences: we will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you by phone, text and/or letter to discuss the best way forward.

7. Can we take family holidays during term-time?

The school strongly discourages parents/carers from taking their child out of school for a holiday.

Family holidays should be taken during school holidays. If, in exceptional circumstances, you need to request permission for your child to accompany you on an annual family holiday during term time, you should put your request in writing to the Headteacher, at least six weeks in advance clearly stating the reason why the holiday cannot be undertaken in school holiday time. Financial / economic reasons, availability of accommodation, ease of travel would not be considered acceptable reasons to grant leave of absence. If the request is due to the limited times a parent is able to take holiday from their place of work, then written evidence of this should be obtained from the employer.

The Headteacher has the right to refuse permission and absence for holidays will not normally be authorised unless:-

- The holiday is a single, annual, family holiday which cannot be taken in school holiday time.
- The number of school days missed by such a holiday will not exceed 4.
- The attendance of the child/children has exceeded 95% in the previous 12 months.
- The child/children will not miss major public exams eg GCSEs, or be absent during the important final preparation time for the examination.

If students miss work as a result of a holiday taken in term time, it is expected that responsibility for catching up on missed work lies with the child and parents/carers not their teachers.

Occasionally some students need to undertake an extended trip overseas. In this situation, parents should contact the Headteacher as soon as possible to discuss the arrangements.

8. What can I do to encourage my child to attend School?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure they leave home in the correct clothes and properly equipped. Show your child, by your interest, that you value their education. Your child will bring home a school planner each evening. Please ensure you look at it with your child and sign it each week for tutorial time. Chat to them about school and ensure they feel happy and challenged and let us know if you feel they have stopped enjoying coming to school.

9. My child is trying to avoid coming to School. What should I do?

Contact the Family Liaison Officer immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons i.e difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. We may involve other agencies to help and support you and your child.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise. The Education Welfare Service is based at: Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

Further Information

As a parent/carer, you are legally responsible for ensuring that your child receives a suitable education. Failure to ensure that your child attends school punctually and regularly may lead to legal action being taken against you.

Legal action to enforce school attendance

Local councils and schools can use various legal powers if your child is missing school without a good reason. They can give you:

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a fine (sometimes known as a 'penalty notice')

You can be given one or more of these but the council does not have to do this before prosecuting you.

Parenting Order

This means you have to go to parenting classes. You will also have to do what the court says to improve your child's school attendance.

Education Supervision Order

If the council thinks you need support getting your child to go to school but you are not co-operating, they can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

School Attendance Order

You will get a School Attendance Order if the local council thinks your child is not getting an education.

You have 15 days to provide evidence that you have registered your child with the school listed in the order or that you are giving them home education. If you do not, you could be prosecuted or given a fine.

Fine

Your local council can give each parent a fine of £80, which rises to £160 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

Prosecution

You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.

See: <https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

Please be assured that if your child suffers from diagnosed on-going ill health, the Academy will work with you and appropriate external organisations to provide support and education provision whilst your child is unable to attend school.

Whilst the occasional day of absence may not seem to have much impact, the table below illustrates the cumulative effect on lost learning hours as overall attendance declines:

% Attendance	Daily attendance	Days absence	Learning hours lost (5½ hours per day)
100%	190 days	0	0
99%	188 days	2	11
98%	186 days	4	22
97%	184 days	6	33
96%	182.5 days	7.5	41¼
95%	180.5 days	9.5	52¼
94%	179 days	11	60½
93%	177 days	13	71½
92%	175 days	15	82 ½
91%	173 days	17	93½
90%	171 days	19	104½
89%	169 days	21	115½
88%	167 days	23	126½
87%	165 days	25	137½
86%	163 days	27	148½
85%	161.5 days	28.5	156¾
84%	159.5 days	30.5	167¾
83%	158 days	32	176
82%	156 days	34	187
81%	154 days	36	198
80%	152 days	38	209