

Good Attendance - A Guide for Parents/Carers

What the law says about school attendance

Parents are responsible for making sure that their child attends school regularly. Failure to do so is an offence under Section 444 of the Education Act.



What is good attendance?

All children are expected to attend school for 95% or more of the school year. This means no more than 2 days off in a half term. At Ash Trees Academy, we will make contact with you, should your child's attendance become a cause for concern.

What you need to do and what the school will do if your child is absent:

Here at Ash Trees Academy, we monitor and evaluate attendance and punctuality weekly. Please be advised of the following procedures with regards to absence:

- If your child is going to be absent from school please telephone the school office on 01642 563712 between 8.30am and 9.30-am. Please do not pass messages via the Bus Escort.
- If your child's absence falls below 95%, we will make contact with you.
- If your child's attendance fails to improve, following support, you will be invited to a meeting at school to complete an individual attendance support plan with a possible referral to the Attendance Service.
- We do, however, recognise that some of our pupils have complex needs and may be prone to illness or require hospital appointments /check-ups /hospital admission.

Practical tips to encourage good attendance and punctuality

1. Get clothes ready the night before to make mornings less stressful.
2. Have a good bedtime routine at a reasonable time.
3. Make sure your child attends school every day.
4. Let staff know straight away if your child is having problems.
5. Be on time for the bus!

Lateness

Please be aware that the register closes at **9.40am**. The school doors open at **9.20am**.



Remember!

You should:-

Keep your child at home if they are poorly, have been sick, have diarrhoea, have an infectious condition like chicken pox

You should not:-

Keep your child off school if it is their birthday, to go shopping, for a dentist or doctors' appointment unless it is an emergency, because brothers and sisters are off school, to go out for the day.

Did you know... missing 1 day a week from school (80% attendance) can add up to 2 years missed school by the time your child leaves school.

Rewards for Good Attendance

We will be sending home stickers and certificates for good and improved attendance.



Holidays

Schools are no longer allowed to authorise any term time holiday. This is a Department of Education regulation. Our Head of Academy will, under extreme circumstances when supported by a letter from a GP /specialist/ professional, authorise a short break.

We hope that you will work with us and ensure you take your child on holiday during school holiday time.

Our Aim is above 95% for this school year – last year was 93.2%