

## How can parents help?

- On the first day of absence, contact the school before 9:20 to explain the reason for your child's absence.
- Respond promptly to any requests for information about absence.
- Make sure your child leaves home in good time for the start of school.
- Discuss the importance of attendance and punctuality with your child.
- Make appointments out of school time wherever possible.  
(Appointment cards/letters must be brought to school)
- Do not take holidays in school time.  
(If this is the only time a parent can have a holiday supporting evidence from the employer will be requested)
- Above all else, be proud of your child's achievements and support the school in its efforts to raise standards through good attendance

## What will the Academy do?

We intend to improve attendance by:

- Celebrate the high attendance of our children by awarding them prizes in our Achievement Assembly.
- Celebrate the high attendance of classes through class rewards.
- Maintain a school attendance board in the school hall.
- Make contact by phone if no reason for absence has been received by 9:20 each morning.
- Monitor rigorously the attendance of individuals, groups and classes.
- If a child's attendance falls below 94%, contact will be made with home to discuss attendance and how it might be improved.
- If absence and lateness are persistent, including 'odd days' over a period of time, a referral will be made to the Educational Welfare Officer.

# Attendance and Punctuality

Advice for parents



**West End Academy**

**Tel: 01977 723705**

# Attendance and Punctuality

## Attendance

There is an unquestionable link between good attendance and pupil achievement.

Punctuality and regular attendance is of the utmost importance in helping your child to make the most of their time in school.

The following information often surprises parents and children:

Attendance Rate	Days Absent in School Year	Weeks Absent in School Year
100%	0	0
95%	10	2
90%	20	4
85%	30	6
80%	40	8

An attendance rate of 90% sounds quite good but would mean that a child is absent for 4 weeks in the school year. If this rate remained the same throughout the years a child is legally expected to attend school, then he/she would miss more than one year of their schooling life.

Fines will be issued for persistent absence and lateness. The doors close at 9am and a U will be marked in the register if your child arrives after 9:10. If your child receives 10 U's in a term, parents will be fined £60.

## For Parents

If your child is aged between 5 and 16, you have a duty to ensure that they attend school regularly and punctually.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, his/her parent may be guilty of an offence. (Section 444 of the Education Act 1996)

Although there will be times when children are genuinely ill, the following reasons for absence are not acceptable (these are not exclusive):

- A birthday treat
- Getting up late
- Accompanying a family member to an appointment

In line with all schools in the country, requests for holidays will not be authorised (unless they meet the exception requirements).

If your child does not attend every day they:

- Miss important work and may struggle to keep up
- May feel left out of friendship groups

**West End Academy has an attendance target of 97% for this current academic year.**

## For Parents and Pupils

Please think about the following before keeping your child at home for the day:

An 'odd days illness':

- Are they really so ill that they can't attend?
- Would they be absent if it was the day of a school visit?

If they have an appointment:

- Do they have to have the appointment in school time?
- Do they really need the whole day off for an appointment?

Persistent absence will be tracked very closely by the Academy. The table below shows how much time needs to be missed for your child to be classed as persistently absent.

Date	Sessions	Days
Sep-Oct	10	5
Sep-Dec	20	10
Sep-Feb	30	15
Sep-Apr	38	19
Sep-May	47	24.5
Sep-July	57	28.5