



**BiggleswadeAcademy**

**The greater the attendance,  
the greater the achievement**

**ATTENDANCE**   
**MATTERS**



**Our target for school  
attendance for 2017/18 is 96%**

### Why is regular school attendance important for my child?

Attending school on a regular basis is the key to children doing well at school and sets them up with good habits for later life as well as the working world. It also gives children the opportunity to:

- Achieve their potential and fulfil their aspirations
- improve their career prospects
- learn new things and develop their skills
- increase their confidence and self esteem
- improve their social skills
- make lots of friends and feel included
- be part of a school team or club



Regular school attendance means that your child can make the most of all the these opportunities and experiences.

### How can I help my child attend school regularly and on time?

- Do not keep your child off school if they are worried or have a problem - they should talk about it with their Form Teacher
- Do not keep your child off school unless they are too ill to attend. A cold or cough is not really justifiable.
- Try to avoid making medical appointments during school hours.
- Contact school on the first day of absence if your child is unable to attend for whatever reason.
- Praise your child's achievements.
- Attend parent's evenings and other school events
- Show your child that you think school is very important - take a positive interest in your child's work including homework
- Help your child to organise their equipment, PE kit homework, and dinner money the night before.

### What are my responsibilities regarding my child's school attendance?

The Education Act 1996 requires parents to ensure their children, of compulsory school age, receive efficient full-time education.

The Local Education Authority can issue a fixed penalty notice for unauthorised absence. A fixed penalty notice can be given for a student who has 10 unauthorised absences (am and pm count as separate absences) from school in a 12 week period.

Since September 2015, a child whose attendance is 90% or below is considered to be a 'persistent absentee' and can be referred to the Local Authority Attendance Officer.

### Can I take my child out of school for a holiday?

**In total there are 176 non-school days a year.** This gives families the opportunity to:

- Spend time together
- Go on family visits and days out
- Go on holiday
- Go shopping
- Attend routine medical appointments

The latest amendments to education law make it clear that schools may not grant any leave of absence during term time unless there are 'exceptional circumstances'. Further details on this are outlined in our attendance policy which can be viewed on the Academy website.

Holiday which has not been authorised will be coded as unauthorised and may be subject to the Local Authority issuing of a Fixed Penalty Notice.

We hope that you will appreciate that whilst we are sympathetic where genuine difficulties exist, we are legally required to do all that we can to work with students and their families to ensure high levels of attendance and thereby achieve the highest possible levels of progress .

## What is authorised absence?

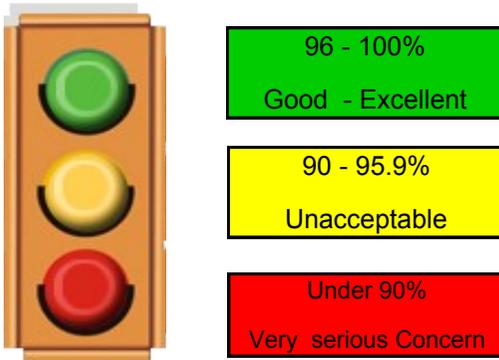
According to guidelines for schools from the DFE an absence may only be authorised if :

- A child is too ill to attend
- The school has agreed the absence before hand

Although you may provide a reason for absence, it is the school which decides if the absence is recorded as authorised or unauthorised. An explanation given by a parent is not necessarily sufficient for the school to authorise an absence.

## What constitutes good attendance?

Attendance percentages are not like examination results. An attendance percentage needs to be over 96% before it can be considered very good.



A pupil who ends the school year on 90% attendance will have missed approximately four complete weeks of school. This equates to one half day every week or 113 lessons!

Over a five year period, 90% attendance will have meant that a child has missed six months of schooling. Over their entire school career this could mean they have missed over one year's education!

## Things to remember

- On the first day of absence, please ring the Academy office by 10.00am.
- Following this, when your child returns to school, confirm the reason for the absence in writing. This could be in the planner, by email or letter.
- Attendance is always recorded on your child's report.
- You will be informed if your child's attendance drops below 96%.
- If you child's attendance is below 96% the Academy will require proof that the absence is for a genuine medical reason before the absence can be authorised.
- Wherever possible please make medical and dental appointments outside of school hours, or during the lunch break.
- Proof of medical appointments in school time is required.
- Requests for leave of absence should be put in writing at least four weeks in advance. Authorisation will be considered if the pupil's attendance is above 96% and only granted in 'exceptional circumstances'.
- Full information about attendance and Academy procedures is available in our attendance policy on the Academy web site.

A few small changes can make a big difference!

Over a school year:

5 minutes late every day = 2 days absent

15 minutes late every day = 7 days absent

30 minutes late every day = 13 days absent

**Please help us to help your child attend school regularly. If there are any problems, please contact us so that we can work in partnership**

% of Attendance	Total No. of Lessons Attended	Total No. of Lessons Missed	Total School Days Absent
100	1134	0	0
99	1123	11	2
98	1111	23	4
97	1100	34	6
96	1089	45	8
95	1077	57	9
94	1066	68	11
93	1055	79	13
92	1043	91	15
91	1032	102	17
90	1021	113	19
89	1009	125	21
88	998	136	23
87	987	147	25
86	975	159	26
85	964	170	28



**School success starts with attendance**

**Poor attendance will have a serious impact on education, work ethic and life chances.**