

WHY ATTENDANCE AT SCHOOL IS SO IMPORTANT

Good attendance is vital for the success of students and their wellbeing. Academy data indicates that poor attendance results in poorer outcomes for our students. Those who attend school regularly feel more connected to their community, develop important social skills and friendships, and are significantly more likely to leave school with good qualifications, setting them up for a strong future. The best thing that parents can do to ensure their child receives a good education, is to make sure that they attend school every day.

Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and or become involved in anti-social behaviour.

EVERY SCHOOL DAY COUNTS

Every single day a child is absent from school equates to a day of lost learning. For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 20 days of school during the school year – that is 4 school weeks! Attendance percentages can be misleading so please see the table below which indicates how the number of days absent relates to percentages.

Attendance Ladder		
0 Days	100%	Perfect
4 days	98%	Impressive
7 days	96%	Good
9 days	95%	Nearly There
11 days	94%	Needs to Improve
20 days	90%	Concerns
30 days	85%	Serious Concerns
80 days	60%	At Risk of Severe Absence
100	50%	Serious Concerns

Give your child the best start in life – every school day counts!

PARENTAL RESPONSIBILITY

Parents and carers have a legal responsibility to ensure that their children receive a suitable full-time education. It is also vital that they encourage their child's regular and punctual attendance at school. Parents should work in partnership with the school, notifying the school of the reason for any of their child's absences and highlighting any areas of concern they may have so they can be addressed promptly.

We expect the following from parents with regards to attendance and punctuality:

- To ensure all students attend the Academy regularly, on time and be aware of their legal responsibilities.
- To contact the Academy every day their child is unable to attend, using the dedicated attendance telephone number.
- To ensure that their child is appropriately prepared for the day.
- To contact the school in confidence whenever they have a problem concerning attendance or punctuality.
- To be fully aware of exam dates and to support attendance during these periods.
- Do **not** arrange holidays in term time.
- To respond to the appropriate person regarding letters of concern immediately.
- If you have been asked to attend a meeting in school, please prioritise that meeting. Cancellations at short notice impact on the workload of staff, who have to rearrange meetings and diaries to accommodate a change.
- Meetings in school are important as it is your chance as a parent to seek support if there are underlying reasons for the absences. If there is an issue, it is important to recognise that and as a parent do all you can to support a return to school.
- Please make every effort to arrange dental and medical appointments outside of the school day.

- Take truancy seriously. If your child is not attending school as you expect they may be putting themselves at risk.
- Talk to your child about school and take an interest in their school work (including homework).
- Attend parents evening and school events.
- Praise and reward your child's achievements at school, particularly if they attend regularly after a period of absence.
- Ensure that telephone contact numbers and email addresses are up to date and if changed, inform the Academy immediately.



Castle Hills Primary Academy

If a student is absent, parents should contact the Academy by 9.00am on the first day of absence on the telephone number below – this number includes a 24-hour answer phone facility for your convenience.

A telephone call is expected each day a student is absent.

For absences that extend to a week (5 school days or more), some form of medical evidence is required; this can be in the form of a Doctor's note/letter, copy of prescription or sight of prescribed medication.

Absence Telephone Number: 01302 780246 Option 1.

Text messages will be sent home for non-attenders if parents have not contacted the Academy. This will be followed by a telephone call and further attempts at communication will also be made including a home visit if the Academy are unable to confirm the whereabouts of a student.

Don't be afraid to ask for help if a problem arises

We expect the following from all of our students:

- They will attend the Academy every day it is open, achieving at least 96% attendance, unless they have a genuine illness.
- They will arrive at school on time and will be appropriately prepared for the day.
- They will inform their Teacher, Form Tutor or appropriate member of staff of any problems which affect attendance or punctuality.

FAMILY HOLIDAYS

Parents can demonstrate a commitment to a child's education by not taking holidays during term time. Any child or young person who is absent from school due to a holiday will miss out on important learning and will fall behind with their school work.

In each Academic Year there are only a maximum of 190 statutory school days – this allows plenty of time for holidays to be arranged outside term time. Holidays taken during term time will be categorised as an unauthorised absence.

Should you arrange a holiday during term time please use the Leave of Absence Request tab on this page to make our Attendance Team and Principal/Headteacher aware.

Avoid taking family holidays during the school term.

WHAT THE LAW SAYS

Please follow the link for current Child Law Advice regarding school attendance:

[School attendance and absence - childlawadvice.org.uk](http://childlawadvice.org.uk)

REWARDS

Your child will be rewarded in school for excellent attendance. We realise that sometimes absence is unavoidable and so we will also reward students who return regularly after a period of absence. Different themed rewards will take place throughout the academic year.