



Emerson Park Academy

A SPECIALIST SPORTS COLLEGE

Importance of attendance and punctuality at Emerson Park Academy

Dear Parents/Carers

Emerson Park Academy values the importance of high attendance and good punctuality and I am writing to you to explain why we take this approach and some of the parameters that we work to.

High attendance maximises pupil educational opportunities and contributes significantly to pupil achievement, progress and overall attainment at school.

The Department for Education research has proven that poor attendance and punctuality disadvantages academic progress resulting in pupils not reaching the grades of which they are capable.

Attendance

We ask that from day one you help us impress upon your child that every session, day or lesson missed equals lost learning time and minutes lost per day soon add up. The table below highlights this:

<i>Percentage of attendance during a school year</i>	<i>Days absent</i>	<i>Approx weeks absent</i>	<i>Approx lessons missed</i>
96%	7 days	1.5 weeks	35 lessons
90%	19 days	4 weeks	95 lessons
80%	38 days	8 weeks	190 lessons
70%	57 days	11.5 weeks	285 lessons

Pupils that have attendance levels below 80% over their five years at Emerson Park Academy will have missed an entire year of learning opportunities! Therefore each academic year, every pupil is set an attendance target of 96% and above.

We work very closely with our local authority appointed Educational Welfare Officers (EWO), who regularly monitor our registers and have the power to pursue regular non-attendance through to court prosecution in extreme cases. Therefore we group pupils' attendance into three categories:

<i>Percentage of Attendance</i>
Above 90% - Excellent <i>Pupils with attendance above 96% have had less than 7 days absence in the year</i>
90 - 95% - Below Target / Low Attendance <i>Pupils with attendance within this range will have had considerable time off (up to 4 weeks) and this will impact upon their progress.</i>
Below 90% - Persistent Absence <i>Pupils with attendance below 90% are deemed to be persistently absent from school and will be referred to the Local Authority Attendance Service</i>

Reasons for absence

You have a legal responsibility to ensure your child attends school every day.

By law, only the school can approve absences, not parents. It is therefore the school's responsibility to judge whether the explanation given for any absence is satisfactory, and may, at times, require medical evidence to justify frequent or extensive absences.

Parentally condoned unauthorised absence is a serious problem and the school will involve the EWO at an early stage if necessary.

Punctuality to school

Punctuality is just as important as attendance. Pupils must arrive on school site before 8:45am, so that they can be at registration for 8:50am. Parents will receive a text each time your child is late. Pupils arriving late twice or more in one week will also be subject to sanctions. Any pupil arriving after 9:25am will receive an unauthorised absence and will be subject to sanctions on the same day.

Persistent late arrival will have an impact on attendance and pupils who fall into this category will be referred to the EWO.

Punctuality to lesson

Being on time for lessons is equally as important. Arriving late to lessons is disruptive. The pupil will miss lesson aims and objectives which are provided at the start of the lesson and it also has a negative impact on the learning of other pupils.

<i>Minutes late per day/ days lost over the year</i>		
<i>5 mins late every day = 3 days lost</i>	<i>10 mins late every day = 10 days lost</i>	<i>20 mins late every date = 19 days lost (90% attendance)</i>

We would like to thank you in advance for your support.

Yours faithfully



Miss V Savage
Attendance Officer



Emerson Park Academy

A SPECIALIST SPORTS COLLEGE

A reminder of our school attendance procedure

Any student who is absent from school at the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity. The Head Teacher or a member of staff acting on his behalf will authorise absence if appropriate. If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unauthorised.

<u>Examples of an Authorised absence</u>		<u>Examples of an Unauthorised absence</u>	
Emergency / unavoidable medical appointments	<i>Where possible all routine appointments should be scheduled outside of school hours. Appointment card/letter should be provided.</i>	Family holiday / celebrations Shopping trips Birthdays Looking after siblings Routine medical appointments	<i>There are 170 non-school days available. Request for Leave should be submitted 20 days in advance to be considered for 'Exceptional Circumstances'. Parents may receive a fine. Please refer to Request for term time leave & Request for exceptional circumstances</i>
Illness Our largest contributor as a reason for absence!	<i>You may be asked to provide evidence if this exceeds 4 days. Please refer to the 'think twice' booklet. Does your child need to be absent all day? Please refer to How to report your child absent</i>	Truancy	<i>Absence from lessons or school without approval.</i>
Religious observance	<i>Guidance will be taken from the local authority.</i>	Unexplained absences	<i>Parents must report absences to the school. Please ensure we have current contact numbers. Parents may receive a fine.</i>
Family Emergencies / Exceptional Circumstances	<i>Details must be disclosed. Authorised at the schools discretion.</i>	Long periods of illness	<i>If not supported by *medical evidence.</i>
Extra-Curricular Activities	<i>Notice should be given in advance. Authorised at the schools discretion – attendance/punctuality/behaviour will be taken into consideration. Please refer to Request for term time leave</i>	Arriving late after the registers have closed	<i>All students are requested to be on site at 8:45am. Parents may receive a fine.</i>

**Examples of medical evidence – Medical appointment card or letter, copy of prescription showing name and date, prescribed medication with label showing name and date, hospital discharge letter.*

How to report your child absent

Daily absences should be reported as early as possible in the morning using the schools' dedicated absence line: **01708 463065**. Parents should call every morning whilst your child continues to be absent.

Parents are requested to provide the following information to the absence line:

1. Students name, Year Group & House Name (Brunel, Cavell, Hepworth & Redgrave)
2. Reason for absence – 'unwell' is not an accepted reason for absence
3. Name and contact number of the person calling

Unexplained absences and / or frequent absences can be a serious cause for concern and therefore in terms of the Safeguarding of Children and Young People, any unexplained absences will be a priority for this school.

In the first instance, the school will use a text message system to notify *priority 1 parent/carer if a child does not register for AM registration. If you receive a text we would like you to either reply to the text or call the school on the 01708 463065 or 475285 ext. 267 to confirm the reason for absence. If you believe they should have registered in school, please call us immediately. **Emergency contact telephone numbers are recorded in priority order, please let us know if you need to make any changes. Please ensure your contact numbers are kept up to date.*

Request for term time leave

Each request will be considered on its own merit and the impact upon the child's learning and wellbeing will be central to the decision made. However, the Head Teacher may take into account previous leave requests and other factors related to the child when making their decision.

Parents/carers who do not request term time leave and take their child on 'unauthorised leave', or fail to keep the school informed of changes to leave arrangements, may receive a fine, be prosecuted and/or the children may lose their place at their school.

The Head teacher's decision is final.

Request for term time leave in exceptional circumstances

Requests for exceptional term time leave must be made at least 20 school days in advance of any arrangements being made. This will allow sufficient time for the request to be considered by the school. The request should be made in writing or via an e-mail to info@emersonparkacademy.org.

Exceptional term time leave requests must include specific start and end dates, as this will formally constitute the leave period. Where no specific dates are provided, then the request cannot be considered or granted.

Parents/carers who are intending to travel abroad with their children during term time should not book travel prior to securing approval from the school.

Any changes to date agreed by the school will require a re-submission for authorisation prior to departure.

The Head teacher's decision is final.

A copy of our **Behaviour for Learning Policy** which includes Attendance and Punctuality can be found on the academy website under Information for Parents/Carers, Policies and Guidelines

Thank you again for your support in ensuring your child achieves excellent attendance and punctuality at Emerson Park Academy.