



Emerson Park Academy

October 2022

Dear Parent/Carer

Useful Attendance & Punctuality Information

Our staff

Our Academy Attendance Officer is Miss Savage. The Academy also works closely with our appointed Havering Attendance Officers who assist the Academy in regularly monitoring pupil attendance. We also have a member of our senior team, Assistant Head, Mr Hope, who oversees attendance.

The Academy will act early to address patterns of absence and regularly promote good attendance and work continuously to reduce absences, including persistent absence.

Facts

Attendance

Our Whole School/Individual Pupil **Attendance Target is 96%** for the academic year.

The Department for Education considers pupil's with attendance of 90% or below to be a persistent absentee (missing 10% of their schooling).

Children should only be absent from school if they are (a) they're too ill to go in – we will ask parents for supporting medical evidence for 4 or more days of absence, (b) you've got advance permission from the school.

Here at the Academy we want all of our pupils to enjoy coming to school and to achieve the grades of which they are capable of and research shows that excellent attendance and punctuality is key.

Missing school for just a few days a year can damage pupils' chances of gaining good GCSEs.

Did you know?

Research shows that overall absence has a negative link to attainment, with every extra day missed associated with a lower chance of achieving good GCSEs.

Pupils not achieving grade 9 to 4 in English and Maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).

The Law

All schools must keep an attendance register in accordance with regulation 6 of the Education (Pupil Registration) (England) Regulations. Schools must take the attendance register at the start of the school day and once during the afternoon session(s). Each school day counts as two sessions, a morning and an afternoon session.

Parents (or the person(s) with parental responsibility) are responsible for making sure that their children of compulsory school age receive a suitable full-time education at the school at which they are registered.



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Punctuality

Pupils should arrive at school no earlier than 8am and no later than 8.45am and remain on site throughout the day. Our morning registration starts promptly at 8:50am followed immediately by Form Time. Form Time is key for our pupils to feel part of the school community and to engage in all that our school has to offer, both inside and outside of the classroom. Regular assemblies and form time activities ensure the delivery of key life skills/wellbeing, community news, extra circular activities and academy expectations which your child will miss if they are late or absent.

Things to Remember

- Our dedicated Absence Line is **01708 463065**.
- Parents/Carers are asked to call the absence line by 8am to report their child absent and again for each day of absence.
- It is the Academy's responsibility to record each absence as either Authorised or Unauthorised taking into considering the reason given. Unreported or unexplained absences will be recorded as unauthorised and will remain unauthorised if a reason is not provided within 5 working days.
- Any pupil arriving late twice in one week will receive a detention.
- Pupils arriving late after the Academy's morning register has closed at 9:25am will also receive a detention as this is classed as a morning absence by the DFE.
- We are fortunate to have Transport for London (TfL) buses arrive and depart directly from our school site each day; pupils must use their Oyster cards to board. These buses follow the 650 and 656 routes.

Please remember that if you have any concerns you would like to discuss, believe your child is experiencing difficulties or requires support then please contact the academy as soon as possible on our dedicated attendance line or by contacting your child's Head of Year.

Please help to support us

Routine medical, optician and dental appointments should be arranged for outside of school hours.

Where this is not possible parents should get the school's agreement in advance and pupils should be out of school for the minimum amount of time necessary for the appointment.

Pupils should sign In/Out via our school reception and provide confirmation of their appointment (i.e. appointment card, hospital letter).

Requests for Leave in Exceptional Circumstances should be submitted well in advance and will be considered on a case by case based to determine if they are considered to be exceptional circumstances. Absences are granted at the Head Teachers discretion (or by person(s) appointment by the Head Teacher). Requests cannot be granted retrospectively and the Academy's decision is final.

We do not authorise holiday's during term time.

You can view our Attendance Policy on the Academy website.