



## Emerson Park Academy

### **Attendance & Punctuality – Expectations and Useful Information**

Dear Parents/Carer's

We do hope that your child has now settled in having returned to school for the new academic year and we would like to give a warm welcome to our Year 7 pupils and their families.

The purpose of this letter is to make clear our expectations and provide you with useful information regarding Attendance and Punctuality.

**Our Attendance Officer is Miss Savage and Mr Hope is the Assistant Head responsible for Attendance.**

### **Your Child's Attendance & Punctuality**

- Your child is expected to arrive promptly to their Form room each morning for registration starting at 8:40am.
- You can view your child's attendance and punctuality at any time using GO4Schools.
- You will receive monthly updates about your child's attendance via email and your child's Form Tutor will ask your child to write their attendance into their planner.
- Your child will be awarded pride points each month for attendance between 96-100% and pupils with a high level of attendance will be recognised during our termly awards assemblies.
- The Academy will write to you if your child's attendance or punctuality is a concern and you will be notified on the same day, via text, if your child arrives late to school.
- We work alongside our appointed Havering Attendance Officers who will write to you if your child's attendance is below 90% or they have persistent or unauthorised lateness.
- Your child will receive sanctions for repeat lateness or unauthorised morning lateness.
- The Parent may be subject to sanctions from the local authority for their child's continued poor attendance or for multiple periods of unauthorised lateness.

**A pupil with attendance below 90% is defined by the Department for Education as a persistent absentee.**

**A pupil who arrives late after morning registration closes will receive an unauthorised late mark which will lower their record of attendance.**

### **Your Role as Parent/Carer/in the role of Parent (as defined by Education Act 1996)**

- To support the Academy's high expectations for Attendance and Punctuality and speak to your child about the importance.
- Meet your legal duty to ensure their child receives an education and attends school regularly.
- Recognise that every day missed means lost learning time, missed opportunities and gaps in your child's knowledge.
- Appreciate that pupils that go on to achieve the highest attainment compared to those with lowest attainment have higher rates of attendance.
- Prevent your child from attending school due to a parent condoned absence such as; taking term time family holidays, family celebrations, routine appointments, when they fit enough to attend school.

- Notify the school whenever your child is too ill to attend/will arrive late. **Please always use the absence line 01708 463065 rather than calling our school Reception.** *Please be reminded that you are asking the school to authorise your child's absence. You will be asked to provide medical evidence for 4 or more consecutive days of absence.*
- Support your child's attendance and education by taking routine appointments outside of school hours.
- Inform us in advance and provide proof of appointments whenever it is absolutely necessary to attend emergency and hospital appointments. *Your child should be absent for the minimal amount of time possible/return to school whenever possible.* Confirmation of appointments will ensure your child receives a medical absence mark.
- Speak to us as early as possible if you believe your child is experiencing difficulties/facing barriers to attending school.
- Help your child to be organised. Having uniforms (inc shoes and socks), school bags and lunch arrangements ready the night before can all prevent poor punctuality or even absence.
- Understand that Penalty notices can be issued to a child/young person's parents, step parents and/or any adult residing in the family home that has day to day care of the child/young person.

### **Our Role**

- To take every opportunity to promote the Academy's high expectations for every pupil to achieve a high level of attendance and impeccable punctuality.
- Make clear our expectations and challenge parents.
- Make clear our expectations to our pupils and explain the links between attendance, achievement and their future plans.
- Complete our obligation to record morning and afternoon attendance for each pupil.
- Recognise the links between poor attendance and punctuality and report any potential safeguarding risks.
- Monitor pupil's attendance and punctuality and notify Parents when this is at both a satisfactory level and an unsatisfactory level.
- To assess if your child is too unwell to remain at school. *Pupils are asked to refrain from contacting parents themselves.*
- To agree/disagree with the reason(s) provided for absence and code attendance and punctuality accordingly.
- Work closely with our parents to understand any barriers our pupils may be facing and help find solutions/put support in place.
- Take a whole school approach to attendance and punctuality so that all staff can offer support.
- Refer pupils to the Havering Attendance Service.
- Analyse our attendance and punctuality data to look for trends and patterns to target our actions in driving down persistent absence rates.
- Compare the Academy to local and national attendance and punctuality figures.
- Continue to strive for attendance and punctuality improvements for individuals and at a whole school level.
- Thank our parents/carers for their continued support.

We would like to thank you for your continued support and for taking the time to read this information. If you have any questions please don't hesitate to contact the Attendance Officer.

Kind regards

Miss Savage	Mr Hope
Attendance Officer	Assistant Head overseeing Attendance