



## **ATTEND TODAY AND ACHIEVE TOMORROW**

### **97% Attendance is our minimum expectation for ALL students**

#### **WHAT CAN I DO TO IMPROVE ATTENDANCE?**

Here are some of the things that your child can do to ensure that they achieve and maintain good attendance and punctuality:

- Have an evening and morning routine that allows a minimum of 8 hours sleep
- Limit digital technology use - e.g. gaming, social media, apps etc. and finish at least one hour before bed
- Allow enough time in the morning for your child to get ready, have breakfast and travel to school and arrive on time
- Get their equipment and bag ready the night before

#### **HOW CAN PARENTS /CARERS SUPPORT**

- Work with and support the school
- Praise their child's effort

#### **WHY IS GOOD ATTENDANCE IMPORTANT?**

- To avoid gaps in learning
- To help achieve good progress in all subjects
- To ensure that children make friendships and develop social skills
- To prevent fines and court action

#### **WHAT IS A 'PERSISTENTLY ABSENT (PA) STUDENT'?**

You should not keep your child from school or allow them to be absent:

- Your child becomes a 'persistently absent' student when attendance falls below 90%
- A PA Student will be monitored by the head teacher and the Attendance Officer. If your child's attendance is under 90%, we will not authorise any absence without medical evidence (e.g. prescriptions, stamped appointment cards)
- As a school we monitor attendance very closely. If your child's attendance drops below 95% they will be monitored by class teachers. If your child's attendance drops below 92% they will be monitored by SLT.

### **WHAT ABSENCES ARE NOT APPROPRIATE?**

- To look after the house or other members of the family.
- To go shopping or to visit relatives.
- Because they got up late.
- Because they don't want to come to school.
- For family birthdays or to go on family outings

### **WHAT ABOUT HOLIDAY?**

The Department of Education has introduced amendments to holidays taken in term time. The Headteacher will not be able to grant any leave of absence during term time, for any purpose unless there are exceptional circumstances. If you decide to take a holiday in term time and it has not been authorised by the school you will receive a fixed penalty, where the parent/carer will have to pay £60 for each child removed from school. This will need to be paid within 21 days and, if not paid within this time, the charge will rise to £120 per child and must be paid within 28 days to avoid potential prosecution.

### **WHAT IF ABSENCE IS ESSENTIAL?**

It is important to get a message to school - it is the responsibility of parents/carers to let the school know the reason for their child's absence as soon as possible, before 08:30 am on the first day of absence. Your child deserves a rigorous education and all the opportunities that North Birmingham Academy has to offer. Coming to school every day is essential for your child's academic and personal development.

### **WHAT ARE PARENTAL/CARER RESPONSIBILITIES?**

If your child is aged between 5 and 11, you must make sure he/she attends school regularly and stays in school. This is law. You can be taken to court for breaking this law (Section 444 of the Education Act 1996). Parents should ensure their children arrive at school on time, properly dressed and in a condition to learn. This means Students should wear school uniform. They must have their books, pens, pencils, PE kit etc, and not be too tired, worried or hungry.

### **WHAT IS AN AUTHORISED ABSENCE?**

Parents and carers can explain absences but they cannot authorise them. Only the school can decide whether explanations about absences are acceptable and can be authorised. For persistent absence, the school will insist that medical evidence is provided. All other absences will be coded as 'O' and will not be authorised.

### **WHAT ABOUT ABSENCE FOR DENTAL/MEDICAL TREATMENT?**

Your child may have to be absent from school for medical or dental treatment. The school must be informed if during school time, but where possible appointments should be arranged before/after school.

## **WHAT HAPPENS IF A STUDENT MISSES TOO MUCH SCHOOL?**

If a Student does not attend every day, this is what happens:

- They will not know how to complete the work set
- They may feel left out and get left behind
- Friendship groups may change
- They lose touch
- Creates anxiety for your child
- They will underachieve

## **WHAT REWARDS ARE THERE FOR EXCELLENT ATTENDANCE AND EXEMPLARY PUNCTUALITY?**

Here at E-ACT Blackley Academy, we know how important it is to attend school every day on time. We therefore celebrate good attendance with rewards and recognition.

### Weekly rewards

The top three classes with the best attendance will receive weekly prizes that include VR time, iPad time and extra break time. They also get to hang the coveted and prestigious rosettes outside of their classroom for that week!

Every Child with 100% attendance for that week is put into our weekly draw to choose a prize from our Lucky Dip box – prizes include Lego, watches and toys – 2 children are chosen every week. (Punctuality)

Each week, every child who attends for 5 full days receives a '100% stamp' on their attendance chart. These stamps build up so children can earn the Bronze, Silver or Gold badges at the end of each term (see below)

### Termly

If a child attends school every day for one full term, they will receive their 100% Bronze badge. This will be worn on their school uniform with pride!

Those children who attend school every day for two terms will receive their 100% Silver badge! What an achievement this would be.

Children with outstanding attendance who manage to attend school every day for three terms will receive their 100% Gold badge. These children will have the honour of wearing all three attendance badges!

Disco Time! Each half term, the school will be holding an attendance Disco. This disco is for all children with 97% attendance or more! There will also be places available for those children who didn't quite make the mark but have shown significant improvement in their attendance over the half term!

### Yearly

At the end of the school year, all children with Silver and Gold badges will take part in the attendance rewards trip to Blackpool. Children with 95% attendance and those children who have significantly improved their attendance will take part in the attendance trip to Heaton Park!

### **REMEMBER**

- 7 sessions (3 and a half days) missed in each half term = a persistently absent (PA) Student.
- Missed lessons = Missed opportunities.
- Being on time shows that Students are reliable and organised, and know that school matters.
- Employers want good time keepers.

### **WHAT HAPPENS IF STUDENTS ARE LATE?**

- Your child will be at a disadvantage
- They may miss the start of lessons
- Any Students arriving onto school site after 8.45am will be marked as late
- If your child's punctuality does not improve, further sanctions will be put in place

### **OUR EXPECTATIONS**

- ALL Students have 97% or above on attendance
- Arrive on time for school, students are expected to arrive at 08:35am
- Parents to call school each day of absence by 08:30am
- Appointments to be taken outside of school time where possible. Evidence provided for any appointments.
- Medical evidence provided when requested