

Did you know?

Good Attendance

- 100% = 0 weeks learning missed

The school attendance target for each child is 96% or above and we expect all of our parents and carers to help their child in achieving this.

Average Attendance

- 95% = 1 week 4 days learning missed

Below average/poor attendance

- 90% = 3 weeks 4 days of learning missed
- 85% = 5 weeks 3 days of learning missed

At this level of absence or below your child will be classed as a persistent absentee and referred to the Local Authority Attendance Service.

If your child is absent from school for 1 week they would miss lots of learning, including 5 phonics lessons and 5 maths lessons!



How can you support your child?

Being at school is a very important part of any child's life. It enables them to learn, to make friends, to gain important knowledge and to develop a variety of skills which will prepare them for adult life. School and parents/carers are partners in making this a success. As parents or carers it is your legal responsibility to make sure that your child makes the most of this opportunity by attending regularly and aiming for at least 96% attendance.



CONCORDIA
ACADEMY



Poor attendance and punctuality, even at an early age, can affect achievement in later life. Establishing good habits from the start helps children to settle more quickly into new settings and routines.

Whilst the legal requirements for attendance do not apply to children under 5, regular routines for young children support the settling-in process and enhance their sense of security. They can also foster good habits for children's later life. Even if a child only has a part time place regular attendance is still important.



Leave of Absence

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

If the absence is not authorised and the leave of absence is taken, the case will be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school. If unpaid at £120 after 28 days you will be prosecuted and if convicted, will have a criminal record. You could get a fine of up to £2500, a community order or a jail sentence up to 3 months for a more serious offence. There are also other penalties the magistrates can impose.

Medical Appointments

Non-urgent medical appointments should not be made during the school day. If the appointment needs to be during school hours, please provide the school with appointment cards or hospital letters, so that a copy can be taken for the school's records.

What should I do if my child is absent?

By law, schools must record absences and the reason given. You must call the school as soon as possible with a reason for absence. If no reason is recorded your child will receive an unauthorised mark.

Attendance Procedures

- We do not authorise absences without a good reason. If a child is off for 5 or more days due to illness, then medical evidence must be provided. Without evidence the absence will be unauthorised.
- We will try to ring you if your child is absent and we have not heard from you.
- We monitor attendance carefully and we will write to you if your child's attendance drops below 96%.
- If attendance problems continue we will ask you to meet with us to discuss the way forward and possibly ask you to provide medical evidence before we will authorise any more absences.
- If all measures fail to lead to an improvement in attendance, we will refer your child to the Local Authority and this may lead to legal action being instigated.

Missing school is missing out!

Punctuality

When your child arrives late at school, he/she misses the morning routine and the start of lessons, including phonics which is the first lesson of the day. It is also disruptive for the rest of the class when a child arrives late. Punctuality is important for children to start the day off well.



How can you help?

- Ensure your child arrives in time. Check with the school about opening times if you are unsure.
- Prepare packed lunches, school bags and breakfast items the night before.
- Make sure the alarm clock is set at a reasonable time for getting everyone up and ready.

96% is the overall school attendance target for the whole year

If you need support and advice about attendance or punctuality issues, please contact the school.