

ATTENDANCE MATTERS

Their future is in your hands...

Your child should be at school on time every day

There is a direct link between high school attendance and high level attainment



Regardless of the reason, if your child is absent from school it will impact on their learning

Parents/carers are legally responsible for ensuring their child attends school on time every day

MEDICAL APPOINTMENTS

Where possible all appointments should be booked outside of school hours. Where this is not possible, the amount of school time missed should be kept to a minimum. Medical evidence should always be provided and if it is not provided the Academy may not authorise the absence.

ILLNESS—IS YOUR CHILD TOO ILL TO ATTEND SCHOOL?

Children can attend school with minor ailments such as toothache, headache, stomach ache, colds and sore throats. Over the counter medication should be given to your child before school and you should send them in. Often children improve during the day, however if your child worsens we will contact home. Children should stay at home if they have sickness and diarrhoea.

REPORTING AN ABSENCE

It is the responsibility of the parents/carer to notify the Academy if their child is absent. Please do not use other siblings to report absences. All absences should be reported to the Academy by 9am on the first and EVERY day of the absence providing an explanation for the absence. Failure to notify the Academy of an absence will result in a text message and email being sent home, followed by a telephone call. If a valid reason is not received by the Academy, the absence will be recorded as unauthorised.

If your child is well enough to sit at home and watch TV or play computer games then they are usually well enough to be in school!

PERSISTENT ABSENCE

Any student with attendance below 90%, regardless of the reason for the absence, is classed as a 'Persistent Absentee'. This equates to just 2 days off school every month. At Caistor Yarborough Academy we follow strict attendance procedures and every student's attendance is monitored weekly. The procedures are summarised by our 'Attendance Pyramid' which is shown here

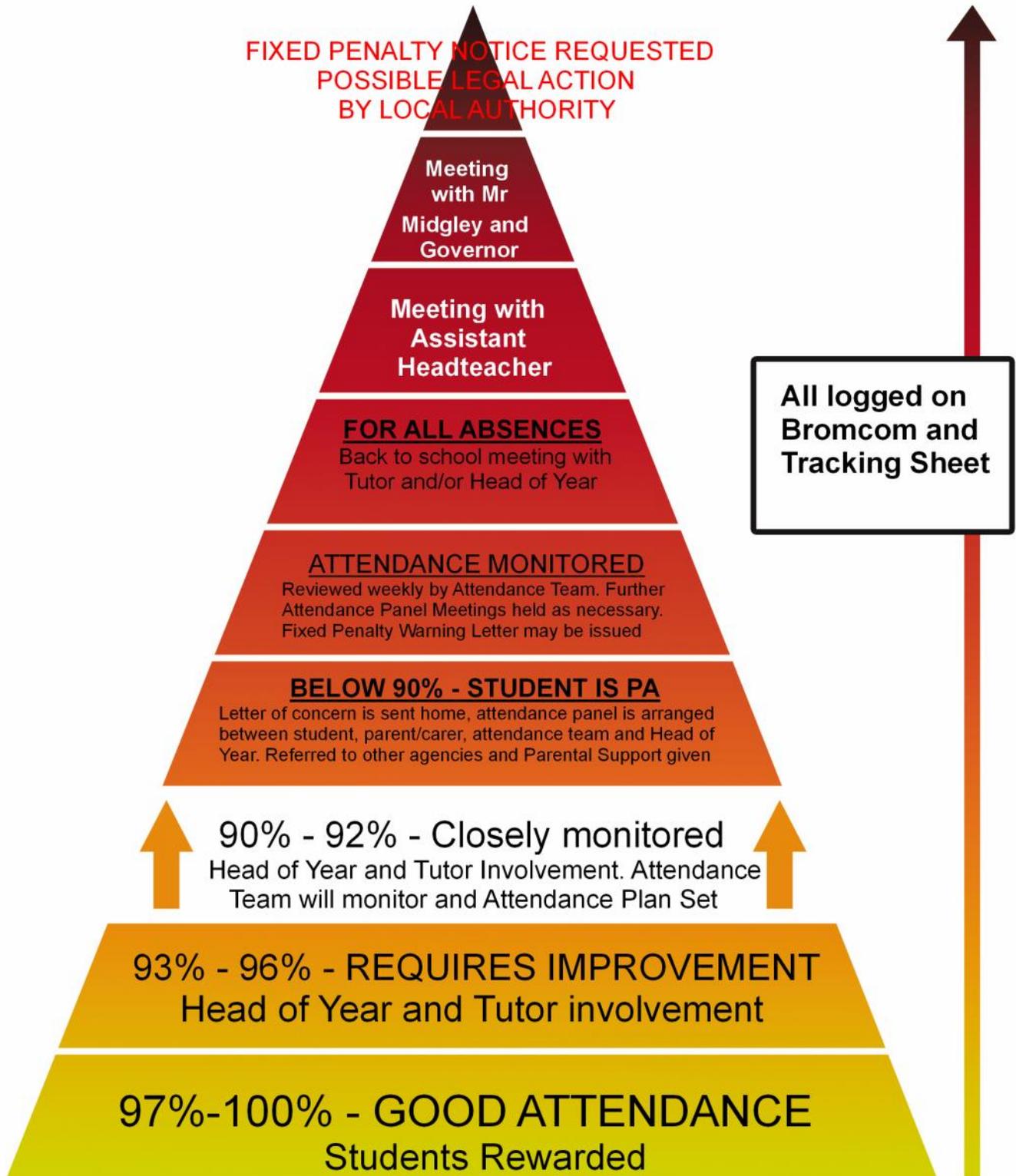


YOUR LEGAL RESPONSIBILITY

If your child does not attend school regularly (over 90%) the Local Authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to appear in court. Your child can be issued with an Education Supervision Order which means a supervisor is allocated to the child and ensures that they attend.

RESEARCH SHOWS THAT JUST 17 DAYS MISSED EQUATES TO THE DROP OF ONE GCSE GRADE

CAISTOR YARBOROUGH ACADEMY ATTENDANCE PYRAMID



The Government place particular focus on PA (Persistent Absentee) at 90%

LATENESS

Your child should arrive to the Academy in plenty of time and be well prepared for the day ahead. If your child arrives to school late this will be recorded on the registers. The Local Authority can take legal action if students are persistently late to school.



DID YOU KNOW?

**10 MINUTES LATE
EVERY DAY = OVER
30 HOURS LOST
EACH YEAR**

REQUESTS FOR LEAVE OF ABSENCE

Children are not entitled to holidays during term times. Any request for leave of absence must be made to the Principal at least 4 school weeks prior to the date. Requests will only be authorised if deemed to be **exceptional circumstances**. If you still choose to take your child out of the Academy and the request has not been granted, the absences will be recorded as unauthorised and the local authority may be requested to issue a Fixed Penalty Notice.

THERE ARE 190 DAYS IN A SCHOOL YEAR WHICH LEAVES 175 DAYS TO SPEND ON FAMILY TIME, HOLIDAYS, APPOINTMENTS AND OTHER THINGS

190 days in school 0 days absent = 100%	183 days in school 7 days absent = 96%	177 days in school 13 days absent = 93%	171 days in school 19 days absent = 90%
			
Your child has the best chance of achieving to the best of their ability	Your child has every chance of achieving to the best of their ability	It may be difficult for your child to achieve to the best of their ability	Your child has much less chance of achieving to the best of their ability.

SUPPORT

If you are concerned about your child's attendance and would like to speak to somebody, please contact our Attendance Officer, Mrs Helen Briggs. Telephone: 01472 851383.

VALUE RESPECT ACHIEVE