

THE  
ELIZABETHAN  
ACADEMY



# ATTENDANCE AND PUNCTUALITY MATTER



**“ATTEND TO ACHIEVE”**

The Elizabethan Academy believes strongly in enabling all students to achieve as highly as they are able to, in all they do. We expect all parents and carers to support us in achieving this goal.

## OUR EXPECTATION IS **AT LEAST 98%** ATTENDANCE FOR ALL STUDENTS

- ✓ Excellent attendance **98% above** (approx 8 sessions missed over the academic year)
- ✓ Good attendance **96% - 98%** (approx 8 - 15 sessions missed)
- ✓ Below average attendance **92% - 94%** (approx 23 - 30 sessions missed)
- ✓ Cause for concern is **92%** and below (more than 30 sessions missed) This may trigger a referral to The Targeted Support Service

Children are expected to attend the Academy for the full 190 days of the academic year unless there is a good reason for absence. **It is the responsibility of parents and carers to ensure their children attend school regularly and on time. Failure to do so is an offence under Section 444-1 of the Education Act 1996.** We will support the process of encouraging excellent attendance, but ultimately it is the parent/carer's responsibility to achieve it.

Please note Tutor Period begins at **8:35am** and your child should be in school by at least **8:25am** to prepare for the school day. If your child is late s/he must report to main reception and offer an acceptable reason for the lateness.

### **ATTENDING SCHOOL EVERY DAY MEANS:**


- Better life chances for your child and preparation for the world of work
- Building lasting and valuable friendships
- Being able to achieve your child's full potential and access all opportunities

**Raise your child's attendance and improve their life chances**

### **Persistent Absence**


- Once your child has reached 6 sessions (3 days) unauthorised absence over a rolling 6 week period, the academy will issue a warning letter. The letter will make it clear that any further absence may result in the issuing of a Fixed Penalty Notice to each parent, for each child to whom persistent absence applies
- The duration of the warning letter will be 12 weeks from issue and the academy will monitor this
- If the unauthorised absence rises to 10 sessions (5 days) over a rolling 6 week period then the academy can ask the Local Authority to issue Fixed Penalty Notices to the parents
- In these cases the Local Authority will also consider what services or measures may be required to prevent or reduce further unauthorised absence

## There are two types of absence:

 **AUTHORISED** (where school approves student absence)

### Acceptable reasons for absence are:

- Illness
- Medical appointment that cannot be made outside of school hours
- A day set aside for religious observance

 **UNAUTHORISED** (where school will not approve absence)

### Unacceptable reasons for absence are:

- Headache
- Birthday
- Shopping
- Minding the house or younger siblings
- Overslept
- School uniform is in the wash
- Visiting friends or relatives

If your child is absent, you must call or email the academy on the first day and everyday thereafter, stating the reason why your child is not able to attend. We will then decide whether to authorise the absence or not. If we do not authorise the absence you will be informed.

**Phone: 01777 713700** (select option 2 and follow the instructions)

**Email: [attendance@elizabethan.notts.sch.uk](mailto:attendance@elizabethan.notts.sch.uk)** (student absences only)

## Holidays taken during term time:

If the academy has evidence that a parent has removed a child from the academy for the purposes of a holiday during term time, without authorisation, and the level of absence is above 6 sessions/3 days in total over a rolling 6 week period, then the academy can request the Local Authority to issue Fixed Penalty Notices to the parents.

The Educational Fixed Penalty Notice is set at £120 and is to be paid within 42 days, it reduces to £60 if paid within 28 days and the fine is issued to both parents.

## How can parents/carers encourage good attendance?

- **TALK** regularly with your child about school and how they feel about it. They are more likely to attend if they feel supported and their anxieties are listened to
- **PHONE** or **EMAIL** as soon as possible to let us know of your child's absence
- **DO NOT** take holidays in school time
- **DO NOT** allow your child to have time off unless it is really necessary
- **ENSURE** your child is in the Academy during exams weeks and for controlled assessments
- **DISCUSS** with the Academy, at the earliest opportunity, any problems/worries that are affecting your child's attendance
- If you have any concerns **RING US** - we will check attendance and be discreet
- **PRAISE AND REWARD GOOD ATTENDANCE** - even the small improvements and successes

All schools have regular meetings with the Local Authority. We will monitor children if we are concerned about their attendance at the Academy. Children may be referred to The Targeted Support Service if there is Persistent Absence (this includes holidays in term time and trivial illness) and this may lead to legal action being taken against you. We will, of course, continue to work with and support families to improve levels of attendance in order to avoid this action being taken

### USEFUL CONTACTS:

**School:** 01777 713700 Ext 660 or email [attendance@elizabethan.notts.sch.uk](mailto:attendance@elizabethan.notts.sch.uk) to let us know of any absences

**Pastoral Staff** will be pleased to discuss attendance matters in confidence. They can be contacted by phone or email [office@elizabethan.notts.sch.uk](mailto:office@elizabethan.notts.sch.uk)

### The Academy recognises good attendance by:

- Sending postcards home each half term to celebrate perfect (100%) and excellent (98%+) attendance. The postcard has a 5 reward point tariff attached to it
- Rewarding the tutor group, in each House, achieving the best attendance over a half term with a breakfast
- Rewarding individual students who achieve 100% attendance over a half term with a 'non-uniform' day

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