

Attendance and Punctuality at The Glapton Academy

Important information for all Parents/Carers

Children are expected to attend school for at least 96% of time.

- Attendance of 96%+ is regarded as good by Ofsted
- Attendance below 96% is cause for concern and needs improvement
- Children with attendance below 90% are regarded as persistent absentees and referred immediately to the Education Welfare Team which may lead to a fine being issued

Every day at school is precious

Missing school = missing out

Make the most of your child's education—bring her/him to school on time EVERY DAY

Patterns of absence

If your child has:

- 3 or more 'odd days' absence in any one half term
- and/or 3 or more episodes of illness in any one term
- and/or taken absence on the same days each week (e.g. Mondays or Fridays)
- and/or arrived after 9.30 a.m. more than once and/or attendance below 96%

A meeting will be sought to discuss ways to improve attendance and a referral to the Education Welfare team will be considered.

Absence adjacent to a holiday

Should your child be absent for any reason either immediately before or after a school holiday or INSET you MUST provide evidence to support the absence. Where no evidence is provided, the absence will remain unauthorised and a fixed penalty notice will be issued.

Acceptable reasons for absence

- Illnesses such as fever, vomiting and diarrhoea
- **Very heavy colds**
- Childhood diseases such as chicken pox
Please phone the academy on your child's first day of illness, giving as much detail as possible.
- Please note 'sick' cannot be accepted as a reason and more details along with evidence will be required.

Exceptional or Special leave

Children may have one day's absence for an approved religious observance.

In other emergency, exceptional or special circumstances, parents or carers must also make a request to the Headteacher for short periods of leave. Leave can only be authorised at the Headteacher's discretion.

In making the decision, the Headteacher will consider:

- The child's current attendance percentage
- Previous applications and absences

Documents are essential to support the application.

NO permission for absence for a holiday

Permission for absence for a holiday, for travelling or to visit relatives will NOT be given under any circumstances. Families who do take holidays in term time will be issued with a fixed penalty notice.

BE ON TIME FOR SCHOOL 8.45/8.50am

Every minute in school counts!

Being late means your child:

- Misses important social time with friends before the day begins
- Misses reading or phonics time
- Misses their morning challenge
- Misses vital information at the beginning of the first lesson, making it harder to learn

Lessons start at 9.00/9.05 a.m.

The bell goes at 8.45 a.m. (KS2 & Y2) 8.50am (Y1 & EYFS) to give your child plenty of time for registration.
Arrive after 9.50 a.m. and your child is marked late!
Arrive after 9.20 a.m. and your child has an unauthorised absence mark!

Early morning school routines

Arriving at 8.45 a.m. means your child:

- Is greeted personally by the classroom staff
- Can say hello to their friends
- Has time to sort out their belongings (book bag, water bottle etc) ready for the day's learning ahead
- Takes part in the early morning activities— reading, handwriting and number practice
- Feels happy, relaxed and settled, ready to start learning at 9.00 a.m.

5 minutes late?

Arriving after 9.00 a.m. means your child:

- Doesn't have time to say hello to their friends
- Joins the lesson after it has begun, missing vital instructions
- Could start the day flustered and unsettled

6 lates = 30 minutes missed (which is the equivalent of one reading lesson)

Helping your child to come to school on time

- Get everything ready for school in the evening
- Have the same early bedtime routines every night
- Get up early every morning
- Eat a good breakfast
- Allow plenty of travel and parking time

Aim to arrive at 8.40 a.m.

Rewards for good attendance and punctuality

- Children with 100% attendance in a half term receive a certificate and enter a lucky dip for a small reward
- Bronze, silver and gold attendance awards will be announced at special assemblies at the end of each term for children with 100%, 98%, 96% attendance and our attendance board updated.
- The class with the best attendance each week receive EXTRA PLAY.
- Every child who comes on time every day for a week is now entered into a weekly prize draw. The child whose name is drawn wins a small prize!