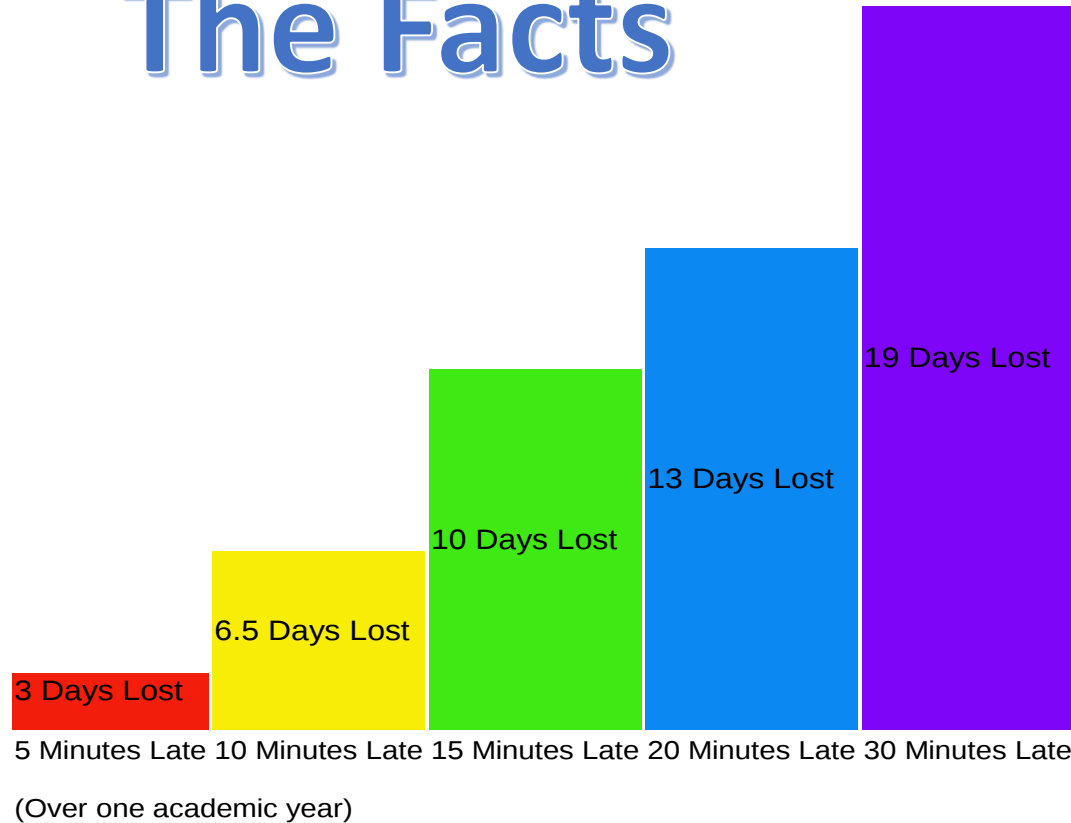




Attendance!

The Facts



Our Aims

We aim to ensure that all children attend school regularly and on time to enable them to take full advantage of the educational opportunities available.

Regular, punctual attendance is valued and positively encouraged for all of our pupils.

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for children. Research shows that attendance and punctuality are important factors in school success.

At Streetsbrook Academy we expect all children to achieve attendance that is at least 97%.

It is important that children are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a child arrives late to school every day, their learning begins to suffer. This graph shows how being late to school every-day over a school year adds up to lost learning time.



Attendance Expectations and Punctuality

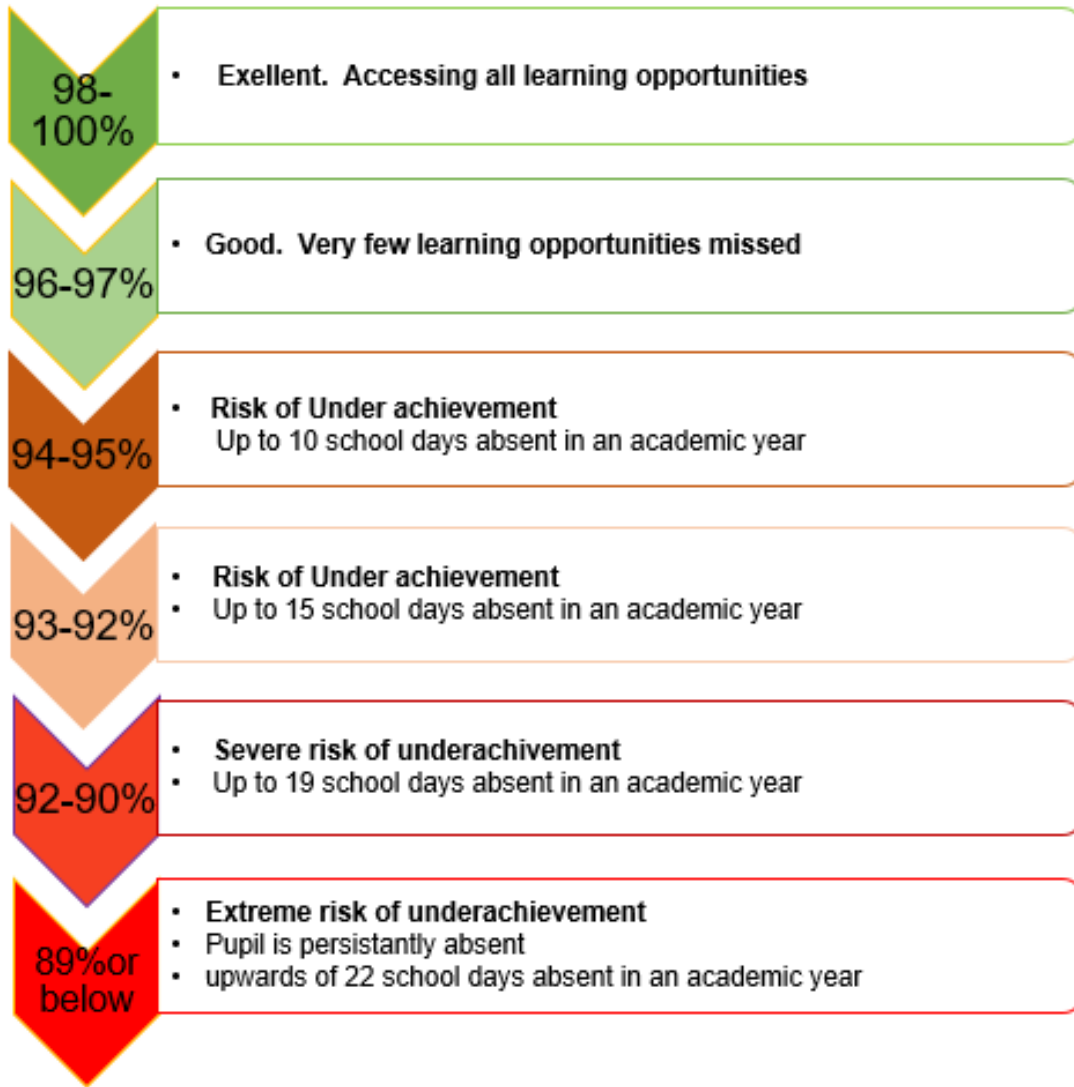
Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils.

Research shows that attendance and punctuality are the most important factors in school success.

At Streetsbrook Infant & Early Years Academy we expect all children to achieve attendance that is 97% or higher.

In line with our Attendance Policy, we regularly analyse attendance and write to the families of children with attendance that has fallen below our target of 97%. Those with attendance less than 90% are classed as Persistent Absentees and there is a clear expectation that efforts are being made to improve attendance.

Where necessary we will seek support from Central School Attendance and Welfare Service Ltd (CSAWS).



We are committed to:

- providing a welcoming, stimulating and safe learning environment;
- ensuring all staff feel happy to come to school to work with our children;
- maintaining high expectations of our children and staff;
- providing a broad, balanced and relevant curriculum;
- recognising and celebrating achievements in all areas of school life;
- providing equal access to all aspects of the curriculum and school life;
- providing high quality teaching using a variety of teaching strategies;
- making available a range of resources that are effectively used to support and challenge learning;
- providing experiences which will develop children's spiritual, moral and cultural understanding;
- providing support, guidance and training for all those who teach and work with our children;
- fostering and maintaining links with our wider community

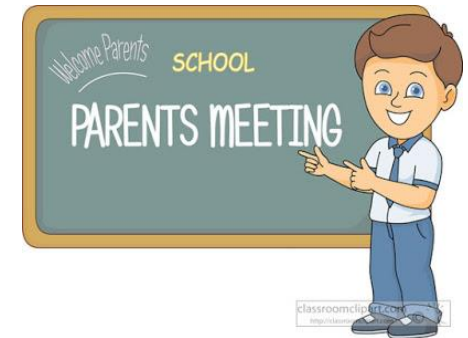


Read on for Frequently Asked Questions!



What can I do to help my child achieve good attendance?

- Ensure regular and early bedtimes
- Have uniform and equipment prepared the night before
- Report any academic or social concerns promptly
- Keep open and honest communication with the school
- Be positive about school (even if your own experience was less than positive)
- Discuss your child's timetable/lessons with them each evening
- Make routine medical appointments outside of school hours
- Attend meetings and parents evenings





Can I take my child out of school for a Family Holiday ?

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid.

The Headteacher will not authorise an absence for a Family Holiday.

The Headteacher will consider requests for a leave of absence in term time in exceptional circumstances. If you wish to request a leave of absence you must complete a leave of absence request form, provide any supporting evidence and return to school at least two weeks prior to the period that leave is requested for.

Streetsbrook Infant & Early Years Academy
SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Child	Class
Date of birth	

Please detail below the exceptional circumstance why you are requesting to take your child out of school. You may be invited into school to discuss your request with the Headteacher, Mrs Minter. (Please attach your supporting evidence)

.....

.....

.....

Address

Please enter below the dates of the requested absence:

First date of absence: / / last date of absence: / /

Number of school days that your child will be absent from school:

Signature

Name of Parent/Carer:

Date

Leave of absence which has not been agreed will be marked as unauthorized. These may be referred to the Education Welfare Officer for consideration which could result in a Penalty Notice.

Why is it important to have up to date phone numbers?

We may need to contact you in a range of situations and it is essential that we have up to date contact numbers. If a child is absent from school and fails to arrive with no contact from parents then school staff will attempt to contact all emergency contacts to establish the whereabouts and wellbeing of the child. Where school staff have been unable to make contact further action such as home visits, safe and well checks and referrals to other agencies, including the police, may need to be made.

Further information is available in our Attendance Policy.



My child appears anxious/worried about attending school, what should I do?

If your child has any concerns about attending school or is showing any reluctance to attend, then we would ask that you make contact with school immediately. Your child's Class Teacher, the Headteacher and the SENCo are available to offer support and discuss any issues impacting on attendance.



My child is too unwell to attend school today what should I do ?

Whilst children can attend school with minor ailments such as ear aches, coughs and colds, there are occasions when it is not in the best interest to attend school because they are too unwell or at risk of spreading an infectious illness.

When a parent makes the judgement that their child's is unfit for school due to illness, they must notify the school on the day of absence, and subsequent days by 9.30am. They must give a reason for the absence and the expected date of return to school.

Medical evidence will not be requested unless there are significant concerns about attendance and parents will be advised of this in writing. When medical evidence is requested by school, the following are accepted:

- Copies of prescriptions
- Copy of appointment cards and letters
- Copy of hospital letters and discharge letters
- Sight of prescribed medication



To help parents with decisions around illness and attendance we have also included a link to guidance on infectious diseases on the attendance page of the school website.



Can my child be absent from school for a medical appointment?

We would ask that all routine medical and dental appointments are arranged outside of school hours. Where children are undergoing medical or dental treatment or are under the care of a specialist, where appointments can not be made outside of school hours, this will be authorised.

The minimal time for appointments should be missed from school and children are expected to attend prior to and after appointment times, rather than be absent for a full school day.



Will legal action be taken if my child is absent from school?

School will monitor attendance closely and raise concerns with parents where necessary. School will utilise a range of interventions to try and work with families to improve attendance. However, where children accrues **10 or more unauthorised absences, referrals to the Local Authority Education Enforcement for legal action** will be made.