



ETONBURY
ACADEMY

Attendance



Everyone is respectful. **T**ogether we care. **A**lways aim higher.

Etonbury Academy Aims

- 100% attendance gives your child the best chances.
- If your child falls below 90% attendance they are considered to be a persistent absentee.

Why is it important for children to attend school?

Most parents want their children to get on well in life. Nowadays, it is more important than ever to have a good education behind you if you want opportunities in adult life. Children only get one chance at school, and your child's chances of a successful future may be affected by not attending school or alternative provision regularly.

If children do not attend school regularly they may:

- Struggle to keep up with school work. In a busy school day it is difficult for schools to find the extra time to help a child catch up.
- Miss out on the social side of school life. Poor attendance can affect children's ability to make and keep friendships: a vital part of growing up.
- Be unable to take part in trips and extra activities.

What does the law say?

By law, all children of compulsory school age (Between 5 and 18) must get a suitable, full-time education. As a parent, you are responsible for making sure they attend regularly. If your child fails to attend regularly—even if they miss school without you knowing - the Local Authority (LA) may take legal action against you.

If you think you might need to take your child out of school, please discuss the reasons with the attendance team as soon as possible.

Punctuality

Setting good attendance patterns from an early age will help your child later on. Employers want to recruit people who are reliable. Children who have a poor school attendance record may have less chance of getting a good job.

We expect all students to be in school by 8:35am ready for learning. The first session of the day begins at 8:40am.

What might the impact of poor attendance be on your child?

Research has shown that children who are not in school are most vulnerable and are easily drawn into crime. Those children who truant are more likely to offend than those that do not.

Similar research shows that 90% of pupils in secondary schools with an average of less than 8 days absence get 5 good GCSEs (grades 4+). For those with an average of 17 days or more absence the percentage drops to below 40%.

The effect of absence on your child's education

A whole year has 365 days. A school year has only 190 days. This leaves 175 days to spend on family time, visits, holidays and other appointments.

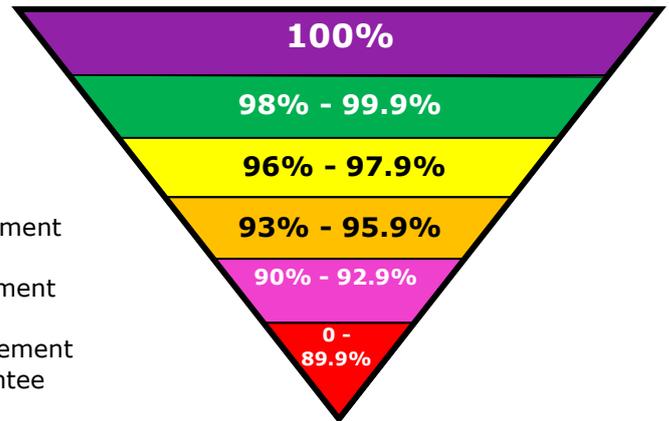
Very Good Your child has every chance to access lessons and social opportunities in school	100% attendance 190 days of education	No absence
	98% attendance 186 days of education	4 days absence
Worrying Your child's chances are being limited and progress will be slowed	96% attendance 182 days of education	8 days absence
	93% attendance 177 days of education	13 days absence
Serious concern Your child will find it much harder to make progress	90% attendance 171 days of education	19 days absence
	80% attendance 152 days of education	38 days absence

Dealing with attendance

The Etonbury Academy system is based on the attendance triangle. Etonbury Academy students are expected to know their attendance colour and percentage.

There are five attendance groups:

Purple	100%	Outstanding Attendance
Green	98% - 99.9%	Expected Attendance
Yellow	96 - 97.9%	Risk of Underachievement
Amber	93 - 95.9%	Serious Risk of Underachievement
Pink	90 - 92.9%	Severe Risk of Underachievement
Red	0 - 89.9%	Extreme Risk of Underachievement Classed as a Persistent Absentee



Our procedures when attendance falls

Phase

1

Students whose attendance slips below 96% will be placed on tutor attendance report. Parents are notified of the concern by the form tutor.



Phase

2

Students whose attendance falls below 90% or students identified as having falling attendance for no acceptable reason, and therefore presents a risk of remaining a persistent absentee, are placed on amber report to the form tutor, Assistant Principal or Attendance Officer.

A letter is sent to parents/carers by the Attendance Officer.

Subsequent attendance is monitored for a period of 3 weeks, if no improvement is noted move to phase 3.



Phase

3

Attendance Officer invites parents/carers to attend a panel meeting to draw up a parenting contract to improve attendance.

Attendance is monitored for 4 weeks in which time any absence is not authorised without a medical certificate.

If no improvement is seen, move to phase 4.



Phase

4

The Attendance Officer sends a Penalty Notice warning letter.

Parents/carers are notified of a further 3 week monitoring period. Any absence in this period results in a penalty fine being issued to both parents/carers of £60.

If attendance is 100% in this 3 week period, the Attendance Officer continues to monitor attendance beyond this initial period. Any further absence would result in another Penalty Notice Warning letter being issued.



Phase

5

If parents/carers are issued a fine and attendance does not improve, the case is referred to the local authority Schools Attendance Officer who will notify parents/carers of the next stages.

Etonbury Academy reserves the right to treat each case individually and take any necessary action within the policy to improve a students' attendance at any stage.

What about authorised absences?

Of course there may be times when your child has to miss school because he or she is ill. Please only let your son/daughter stay at home if they are genuinely ill. Ask yourself if you would have a day off work with the same conditions.

If your child is going to be absent, please contact the Academy before 8.40am on (01462) 730391 or email eta-absence@bestacademies.org.uk to advise us of the reason for absence and when you expect them to return to school.

Children may also have to attend a medical or dental appointment in school time. However, you should always make routine appointments such as dental check-ups during the school holidays or after school hours.

Any absence must be requested as far in advance as possible. Absences can only be authorised by the school.

NHS and Public Health England Guidelines for illness:

Condition	Comment
Vomiting and diarrhoea	A child should be kept off school until at least 48 hours after their symptoms have gone.
Cough / cold	A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should visit the GP.
Headache	A child with a headache doesn't need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then visit your GP.
Period Pain	Attendance at school should not be affected. If necessary allow the child to take pain killers. If these are ineffective, your GP may prescribe a stronger painkiller.
Rash	Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. Consult your GP.
Head lice	Children can attend school with head lice however they must be being treated to stop it spreading.
Conjunctivitis	It is not necessary to miss school if they have bacterial or viral conjunctivitis.
Tonsillitis	It is not necessary to miss school. There are many causes, but most cases are due to viruses and do not need antibiotics.
Impetigo	Your child cannot attend school until lesions are crusted and healed, or 48 hours after starting antibiotic treatment. Antibiotic treatment speeds healing and reduces the infectious period.

The world is run by those who turn up

- Attending school every day = 100% attendance.
- Attending 4 ½ days a week = 90% attendance = 20 days missed a year.
- Attending 4 days a week = 80% attendance = missing over half a term.
- An average attendance of 90% or less across a child's school career adds up to missing over a whole year from school.

Being late for school reduces learning time

- If your child is 5 minutes late every day they will miss three days of learning each year
- If your child is 15 minutes late every day they will miss 2 weeks of learning each year.

Make every minute count