



# MONKS COPPENHALL ACADEMY

## ATTENDANCE & PUNCTUALITY

## A GUIDE FOR PARENTS/CARERS

If you need this in an alternative format please contact the Academy.

*'To be the best we can in mind, body and spirit'*



# Monks Coppenhall Academy

## Attendance & Punctuality A Guide for Parents/Carers

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### THE IMPORTANCE OF REGULAR ATTENDANCE

We have always been proud of the close, co-operative relationship, which exists between the Academy and home over the matter of attendance. Clearly, both parents/carers and teachers want children to attend regularly and only to be absent from the Academy when it is absolutely necessary. The children themselves also find that they will achieve more from their year's education if they are good attendees.

Attendance and punctuality is an important aspect of 'Our Positive Rewards' approach. Children are aiming to be Green: - always arrive on time and are settled and ready to commence lessons.

Please note that if your child is regularly late for school, they can only earn 1 smilie that day.

What we promise to do to help the children achieve good attendance:

- We will take a class register at the start of every morning and afternoon session, (one school day is 2 sessions).
- We will make note of any absentees.
- We will contact you immediately if we have any cause for concern over attendance.
- We encourage good attendance through stickers/certificates and Class 'Best Attendance of the Week 'Cup' for both EY/KS1 and KS2.
- Children receive 'Smilies' for good attendance and punctuality.
- We will report to you about your child's attendance and about the attendance levels of the Academy as a whole.
- We will respond sensitively to absence caused by short term family difficulties.
- We will work closely with the Education Welfare Management Service.

### Every Minute Counts

Lateness = Lost Learning (figures below are calculated over a school year)	
5 minutes late each day	3 day lost
10 minutes late each day	6.5 days lost
15 minutes late each day	10 days lost
20 minutes late each day	13 days lost
30 minutes late each day	19 days lost



## ATTENDANCE IN ACTION GUIDELINES

### Categories of Absence:

An authorised absence is one which the Academy is allowed by the DfE to give permission for. Any other absence is recorded as unauthorised absence. After consideration of individual circumstances, the following types of absence from the Academy will normally count as authorised.

- Illness (the Academy notified of absence)
- Dental or medical appointments (appointment card provided)
- Exclusion from the Academy

The following types of absence have to count as unauthorised and could result in a fine:

- Absences for which we receive no explanation
- Erratic attendance – where attendance is irregular
- Lateness - after the register has closed
- Unauthorised Leave of Absence during term time
- Shopping during Academy hours to buy uniform, shoes, haircuts

### Medical Absence

Any medical absences in excess of 5 days (10 sessions) per academic year will need to be supported by medical evidence. This does not have to be a doctor's note but can be dated prescriptions, medication, or appointment card/letter either by GP/ Nurse, hospital.

To further increase the safeguarding for our children -the Academy **MUST** follow the following routines:

- Hold at least three phone number for different adults to contact in the absence of a child.
- Send a member of staff to the parental home immediately when contact cannot be made by phone with parents/carers of an **unexpectedly absent** child.
- Inform the police immediately if there is no answer from the family home when the staff visit.

We hope that this leaflet will be useful to you and that children, parents/carers and the Academy can work together to bring children's attendance up to 100%. If you would like to ask about anything in the leaflet, please feel free to contact your child's class teacher.

The Academy telephone number is 01270 814040

## **What we ask you to do:**

Please encourage your child to arrive at the Academy in good time for the start of the day:

- KS2 8.45am
- EY/KS1 9.00am (doors open at 8.50am)

We have no alternative but to regard persistent lateness, without good reason, as unauthorised absence.

- Please telephone the Academy office as soon as possible if your child is going to be absent.
- Please make sure your child brings a note of explanation for the class teacher when he/she returns.
- Please try to make any medical and dental appointments, as far as possible, for during the holidays or after Academy hours. Please bring the appointment card into the Academy office.

**Monks Coppenhall Academy will robustly follow up all unauthorised absences.**

## **Leave of Absence in Term Time**

**Monks Coppenhall Academy does NOT authorise leave of absence during term time unless it is due to exceptional circumstances.**

**Cheshire East have confirmed that: 'As from 1st September 2017, any requests made for a holiday to be taken in the academic year 2017-18 or thereafter, which is not considered by the Principal to be exceptional in circumstances, will be recorded as unauthorised and coded 'G' in the register.**

**A Fixed Penalty Notice will be issued by Cheshire East Council.'**

Absence **MUST NOT** be booked in advance of any request for absence. You **MUST** make an appointment to meet with the Attendance Lead to discuss any leave of absence at least two weeks before the expected absence.

The penalty charges are £60 per child per parent/carer to be paid within 21 days. After 21 days the amount payable will rise to £120 per child per parent/carer. If full payment is not received by the 28th day, the parent/carer will receive a summons to attend the Magistrates Court on the grounds that they have failed to secure their child's regular attendance. If parents/carers are found guilty of the offence, on conviction they will have a criminal record and may receive a fine of up to £1,000.

