



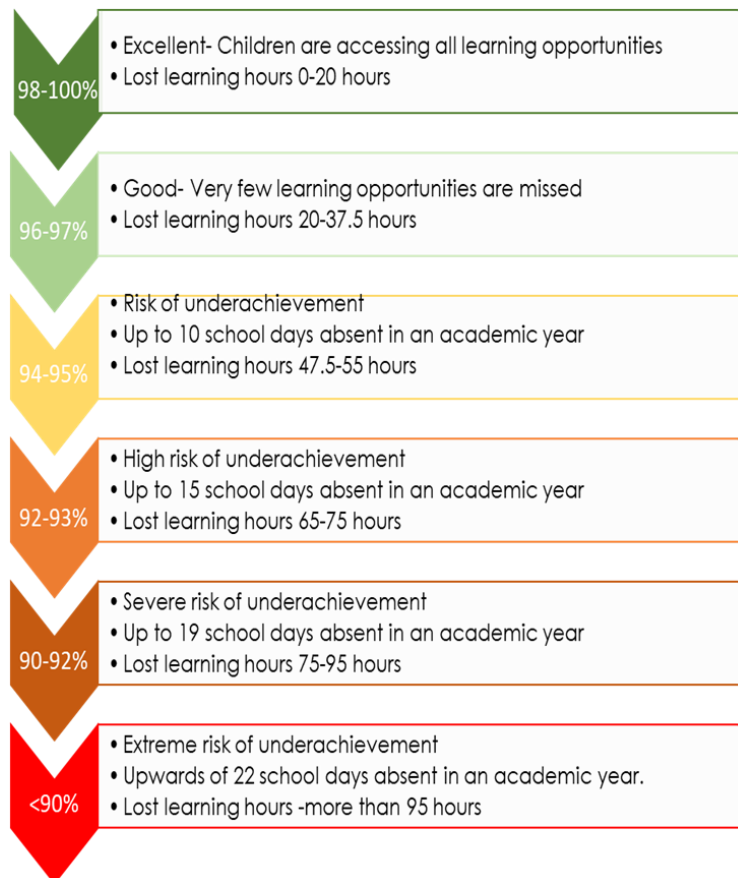
Attendance Information for Parents September 2022

Regular school attendance is so important academically and socially

Children who are absent from school

- ♦ Will miss vital learning
- ♦ Will miss their friends
- ♦ Can find it difficult to catch up when they come back

Aspire Academy Trust believes that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to exceptional circumstances.



What if my child is poorly?

If your child is poorly, please let school know as soon as possible on the morning of their absence, giving the actual reason e.g., sickness, tonsillitis, and every subsequent day that they are away. If we don't hear from you, you will receive a phone call from us. It is our duty of care to ensure safeguarding.

We will not authorise absent for

- ◆ A shopping trip
- ◆ A birthday treat.
- ◆ Over sleeping due to a late night or being tired
- ◆ Looking after other children

Unauthorised absences can lead to legal action in some cases.

Lateness

We believe that arriving at school on time is essential for children to fulfil their potential. Being on time to school ensures that children settle into the school day and prevents them from missing essential learning. Children who arrive on time are happier, less anxious, and ready to learn. Poor punctuality not only has an impact on learning of the child who is late for school, but also on the learning of all the other children in the class. Being on time means not missing out.

- ◆ School gates open at 8:30am and closes at 8:45am
- ◆ 8.45 to 8.50 Registers are open
- ◆ 8.50 to 8:55 Late, authorised
- ◆ **After 8:55 late not authorised**

What do I need to do if I need to ask for leave of absence for my child?

Since September 2013, changes to Government regulations and guidance means that **we can no longer authorise leave of absence for the sole purpose of a holiday (unless it is in exceptional circumstances)**

Parents must fill in a form that is available on our website or from the office at least a month before the planned leave.

If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Head of School, and it will be marked as unauthorised. **We may apply for a penalty notice for unauthorised leave**

What will we be doing as a school?

- ◆ Each week, class teachers will be made aware of children's attendance for the year to date and may contact you for a meeting to discuss your child's attendance and work with you to improve it

- ◆ If your child's attendance continues to be a concern, you will be invited to a meeting with our Pastoral Team or the Education Welfare Officer, so that we can look at other ways we can work together to improve attendance
- ◆ As part of our weekly Learning Warrior's Assembly, we will celebrate good attendance by linking it to Participation as a critical part our Learning Toolkit