

## IMPORTANT INFORMATION

Students need to be in their tutor rooms by 8.40 each day.

What should you as parents do if your child is absent?

Please call/email the Absence Line and clearly state/detail the **student's name, year group and specific reason for absence.**

Please do this each day that your child is poorly. Please leave a message by 9am each day so that the register can be updated and the student's form tutor can be informed of this absence during registration.

## **GUILSBOROUGH ACADEMY ABSENCE LINE:**

**01604 749111**

**Or email:**

**[Absence@Guilborough.northants.sch.uk](mailto:Absence@Guilborough.northants.sch.uk)**

*The absence line is an answerphone and is available 24 hours a day.*



**Guilborough Academy**

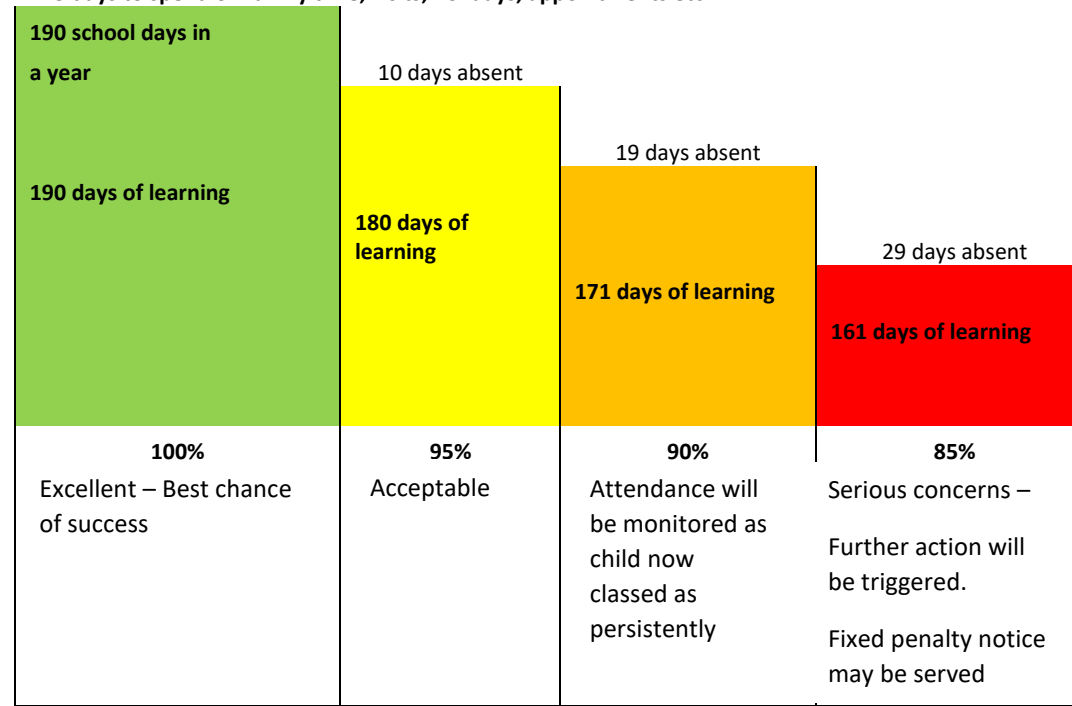
*Guilborough Multi Academy Trust*

## **ATTENDANCE INFORMATION LEAFLET FOR PARENTS 2017/2018**

*"Learning without Limits"*

### 175 Non School Days in a Year

175 days to spend on family time, visits, holidays, appointments etc.



## GOOD ATTENDANCE MATTERS

Regular school attendance is essential for all of our students to make good progress, achieve their academic potential and consequently have better chances in life.

Every student at Guilsborough Academy, in line with the Governments expectations, is expected to maintain an **attendance level of 96%** and above. It is the responsibility of everyone in our school community – students, staff and governors to ensure they achieve this. However, ultimately it is the legal responsibility of the parent/carer to ensure that their child attends school on a regular basis. With this in mind, we monitor and review the attendance of all students constantly.

We appreciate that children are unwell from time to time and that there can be exceptional circumstances for absences, but we ask that you think carefully about keeping your child out of school. **There is a strong connection between attendance and achievement at school. Absence is proven to have a significant negative impact upon a child's educational attainment.**

### Students whose attendance is good: (96% or more)

- Make progress and have a better understanding of lessons
- Achieve their best results
- Sustain friendships

### Students whose attendance is unsatisfactory: (under 90%)

- Get behind with their work
- Do not understand lessons so well
- Achieve lower grades than their potential indicates
- Find it more difficult to maintain friendship groups.

If a student's attendance falls under 90%, parents and carers will be contacted by the School to discuss ways in which attendance can be improved. Please note that if the student's attendance continues to remain poor after the discussed monitoring period, the school may be forced to refer the case onto the Educational Inclusion Team, based at Northamptonshire County Council.

A referral to the Educational Inclusion Team for failing to ensure the regular attendance of your child at school may result in: -

- A Fixed Penalty Notice payable of up to a £120 fine without further reference to you. For a penalty notice this warning is valid for 12 months.

Alternatively parents/carers may be subject to proceedings by way of:

- Prosecution under S444 (1) Education Act 1996, where if convicted you may be fined up to £1,000
- Prosecution under S444 (1) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months imprisonment.

### Holidays/Absences in Term Time

From September 2016 the criteria for issuing Penalty notices for unauthorised term time absence has changed, so it will now be 10 sessions (equivalent to **5 school days** in a 6 week period). This means that if you book an unauthorised holiday for 5 or more days during term time the Local Authority is asking schools to refer this to the Educational Inclusion and Partnership Team for consideration of further action. This may result in the team issuing you with a fixed penalty notice.

Please ensure that wherever possible, Doctors/Dentists/Opticians appointments are also made outside of school hours. Where this is not possible, please make sure your child is in school for either a morning or afternoon registration.

## GOOD PUNCTUALITY MATTERS

### Good punctuality:

- Helps students to develop a sense of responsibility for themselves and others
- Helps the child make the most of their learning
- Sets good patterns for the future
- Gets the day off to a good start and instils confidence and feelings of self-worth.

### Poor punctuality:

- Negative impact on student's overall attendance figure
- Miss out on key information/important notices
- May damage the student's confidence and cause negative comments from others
- Disrupts learning

**Incidences of repeated poor punctuality to school will be sanctioned.**