

4th February 2022

Dear Parent/Carer

## **Absence, Attendance and Punctuality**

Please see the information below regarding attendance and the school expectations.

### **Attendance Expectations**

We aim for children to have an average attendance of at least 96% across the year. **This equates to no more than 9 days of absence**. If your child falls under 96%, you will receive a letter informing you. Please do not be offended by it if your child is absent for a valid reason. However, we have a duty to inform you.

### **Persistent Absence**

If your child's attendance falls **below 90%**, they will be classed as persistently absent. This means there are very serious concerns about your child's attendance. You will be sent a letter (regardless of reason for absence) informing you. If there is no improvement over a period of time, you will be sent a further letter. If we continue to see no improvement, you will be invited to attend a meeting to discuss this further. If your child's attendance continues to be a concern, this will be referred to BCP council and may result in a Penalty Notice being issued.

While it is appreciated that the current climate in respect of Covid19 has an impact on children's attendance, frequent absence can have a huge impact on a child's attainment and we must do everything we possibly can to ensure they have a successful education.

| If your child misses... | that equals...    | which is...       |
|-------------------------|-------------------|-------------------|
| 1 day a fortnight       | 20 days per year  | 4 weeks per year  |
| 1 day a week            | 40 days per year  | 8 weeks per year  |
| 2 days a week           | 80 days per year  | 16 weeks per year |
| 3 days a week           | 120 days per year | 24 weeks per year |

### **Holidays during term-time**

Manorside Academy **does not** support taking a holiday in term time and they will not be authorised. If term-time absence is absolutely unavoidable, an 'Absence Request Form' must be completed. The completed form should be received at least **a week before** the absence. The completed form setting out your full and detailed reasons must be returned to the front office.

### **Late Attendance**

**Please be aware that for safeguarding purposes, if your child arrives after 8:50am, they must be signed in via the office.** This is because the teacher will have already taken their register and we need an accurate record of the number of children in the building. Please do not be upset with staff if they ask you to sign your child in via the office.

If your child is late, they are missing out on valuable school time. As well as the pupil registration period which begins as soon as the children enter their classroom, other important school practices also occur after this, such as intervention programmes, home-work discussion and marking reviews. Pupils arriving late also disrupt the teaching which has already begun, as well as the learning of the whole class, which is not fair on those children who arrive on time.

Frequent unauthorised absences and unauthorised late attendances can have serious legal consequences for parents.

### **Illness Absence**

All parents must notify the school of their child's absence before 9am by calling 01202 380103 or emailing [office@manorside-academy.co.uk](mailto:office@manorside-academy.co.uk) leaving your child's name, their class, along with the reason for absence (please give us a full reason other than 'unwell'). Parents must call in EVERYDAY that their child is absent.

If a child is absent and we do not have a reason, it is a safeguarding concern. Therefore, a telephone call will be made to parents to determine a reason for the absence. Please be advised that it is our policy that a safe and well visit could be carried out.