

Attendance Information for Parents/Carers Years 10 & 11: 2017/18

Regular attendance is vital if students are to achieve in line with their potential. Ensuring regular attendance is every parent's/carer's legal responsibility and permitting absence from school without a valid reason is an offence in law which can result in prosecution. **The government classes students with an attendance percentage below 90% as persistently absent.**

During years 10 & 11, students who miss school will miss vital learning which could impact on their performance in examinations; furthermore a student's attendance record forms a significant aspect of their reference for employment and further education opportunities. We are therefore keen to ensure that all students achieve full attendance. **We will look to take action with regards to any student whose attendance falls below 95%**, or who has unauthorised absences on their registration certificate. Attendance is classed as being present at school - an authorised absence, such as a dental appointment, will lower your attendance percentage. Missing the academy transport resulting in missing the morning register mark will also affect an attendance record.

Regular attendance is a shared responsibility between students, parents/carers and Academy staff.

We will:

- Publish all our term dates via our website so that students know when they should attend
- Provide you with regular information regarding your son's/daughter's attendance percentage
- Support you to address any issues which are impacting on your son's/daughter's attendance
- Comply with government guidelines regarding prosecution for poor attendance & Student LOA
- Request for Medical Evidence to authorise absences for illness and for medical appointments once your son/daughter has reached 20 absences (10 days) from school
- 20 unauthorised absences will lead to details being passed to local government for a possible penalty notice

Student Leave of Absence: *The Department for Education makes it clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Requests should be made **well before** the desired period of absence. There is no automatic right to any leave in term time.*

Your son/daughter can request a Leave of Absence Application Form from the Attendance Officer in Student Support or one can be downloaded via The JCB Academy website under Parental Information.

*Should the school decide not to grant a leave of absence and a student is taken out of school or an absence is not requested the absence will be recorded as **unauthorised**, which may result in a penalty notice fine of **£60 per parent per child**. This fine will increase to **£120** if not paid within 21 days. Failure to pay the **£120** fine may lead to court proceedings.*

Poor Attendance/Persistent Absence: *The Anti-social Behaviour Act 2003 amended section 444 of the Education Act 1996 to allow parents to be issued with a penalty where they failed to ensure their child of compulsory school age (5-16) and school registered, regular attendance.*

*A penalty notice for each parent, per child is initially for **£60**. If this **£60** is not paid within 21 days from the date of issue it rises to **£120**. If, after 28 days of the date of issue the **£120** is not paid the council will prosecute the parent/s under section 444(1) of the Education Act 1996. This will lead to a hearing in the Magistrates Court and may result in a fine of up to **£1,000**.*

We would ask that you support us, and your son/daughter, in the following ways:

- If your son/daughter is going to be absent please telephone or email us first thing in the morning to advise us of the reason for their absence and when you expect they will be back at school
- Provide us with evidence of why an absence is/was necessary whenever possible
- Only allow your son/daughter to stay at home for a genuine illness
- If your son/daughter has to be absent to attend a medical appointment consider making it for as late as possible in the afternoon to minimise absence from lessons and minimise the effect on attendance
- If your son/daughter is routinely missing the school bus, support them to improve their morning routine
- Be aware of subjects that they may not be enjoying, upcoming tests and deadlines which may be causing them to want to avoid lessons
- If you have any concerns about your son's/daughter's attendance please talk to us, we are happy to help

To speak to someone about attendance please call ☎ 01889 506100 and ask for Mr Spooner: Support and Guidance Co-ordinator with responsibility for Attendance or email ✉ m.spooner@jcbacademy.com

If your son/daughter is absent please call ☎ 01889 506100 or email ✉ office@jcbacademy.com