

## Attendance and Punctuality at The Glapton Academy

### Important information for all Parents/Carers

#### **Children are expected to attend school for at least 96% of time.**

- Attendance of 96%+ is regarded as good by Ofsted
- Attendance below 96% is cause for concern and needs improvement
- Children with attendance below 90% are regarded as persistent absentees and referred immediately to the Education Welfare Team which may lead to a fine being issued

#### **Every day at school is precious**

**Missing school = missing out  
Make the most of your child's education—bring her/him to school on time EVERY DAY**

#### **Patterns of absence**

If your child has:

- 3 or more 'odd days' absence in any one half term
- and/or 3 or more episodes of illness in any one term
- and/or taken absence on the same days each week (e.g. Mondays or Fridays)
- and/or arrived after 9.30 a.m. more than once and/or attendance below 96%

A meeting will be sought to discuss ways to improve attendance and a referral to the Education Welfare team will be considered.

#### **Absence adjacent to a holiday**

**Should your child be absent for any reason either immediately before or after a school holiday or INSET you MUST provide evidence to support the absence. Where no evidence is provided, the absence will remain unauthorised and a fixed penalty notice will be issued.**

#### **Acceptable reasons for absence**

- Illnesses such as fever, vomiting and diarrhoea
- **Very heavy colds**
- Childhood diseases such as chicken pox  
Please phone the academy on your child's first day of illness, giving as much detail as possible.
- Please note 'sick' cannot be accepted as a reason and more details along with evidence will be required.

#### **Exceptional or Special leave**

Children may have one day's absence for an approved religious observance.

In other emergency, exceptional or special circumstances, parents or carers must also make a request to the Headteacher for short periods of leave. Leave can only be authorised at the Headteacher's discretion.

In making the decision, the Headteacher will consider:

- The child's current attendance percentage
- Previous applications and absences

**Documents are essential to support the application.**

#### **NO permission for absence for a holiday**

**Permission for absence for a holiday, for travelling or to visit relatives will NOT be given under any circumstances. Families who do take holidays in term time will be issued with a fixed penalty notice.**

# BE ON TIME FOR SCHOOL 8.45/8.50am

## Every minute in school counts!

### Being late means your child:

- Misses important social time with friends before the day begins
- Misses reading or phonics time
- Misses their morning challenge
- Misses vital information at the beginning of the first lesson, making it harder to learn

## Lessons start at 9.00/9.05 a.m.

The bell goes at 8.45 a.m. (KS2 & Y2) 8.50am (Y1 & EYFS) to give your child plenty of time for registration.  
Arrive after 9.50 a.m. and your child is marked late!  
Arrive after 9.20 a.m. and your child has an unauthorised absence mark!

## Early morning school routines

### Arriving at 8.45 a.m. means your child:

- Is greeted personally by the classroom staff
- Can say hello to their friends
- Has time to sort out their belongings (book bag, water bottle etc) ready for the day's learning ahead
- Takes part in the early morning activities— reading, handwriting and number practice
- Feels happy, relaxed and settled, ready to start learning at 9.00 a.m.

## 5 minutes late?

### Arriving after 9.00 a.m. means your child:

- Doesn't have time to say hello to their friends
- Joins the lesson after it has begun, missing vital instructions
- Could start the day flustered and unsettled

6 lates = 30 minutes missed (which is the equivalent of one reading lesson)

## Helping your child to come to school on time

- Get everything ready for school in the evening
- Have the same early bedtime routines every night
- Get up early every morning
- Eat a good breakfast
- Allow plenty of travel and parking time

**Aim to arrive at 8.40 a.m.**

## Rewards for good attendance and punctuality

- Children with 100% attendance in a half term receive a certificate and enter a lucky dip for a small reward
- Bronze, silver and gold attendance awards will be announced at special assemblies at the end of each term for children with 100%, 98%, 96% attendance and our attendance board updated.
- The class with the best attendance each week receive EXTRA PLAY.
- Every child who comes on time every day for a week is now entered into a weekly prize draw. The child whose name is drawn wins a small prize!