



South
Nottinghamshire
Academy

Attendance and Punctuality

A guide for Parents and Carers

South Nottinghamshire Academy
Glebe Lane
Off Cropwell Road Radcliffe on Trent NG12 2FQ
Phone: 0115 9110091 option 1
Email: attendance@snacademy.org.uk
Attendance Officer: Mrs S Turner
Attendance Admin: Mrs R Singleton

DID YOU KNOW?

Sixth form and colleges ask for references and attendance figures, if your attendance is consistently poor, your child may not be accepted into the college, sixth form or university of their choice.

LATENESS ADDS UP!

Being 15 minutes late every day will add up to TWO WEEKS of school missed every year! Oversleeping or missing the bus is not an excuse.

Good school attendance enables children to feel confident and happy about the school

work and activities that they participate in. As a parent you can support your child to enjoy school life to the full by ensuring they attend school every day AND on time.

If your child's attendance is 80%, this means

- 1 day EVERY week
- 6 days EVERY half term
- 12 days EVERY term
- 36 days EVERY year
- 180 days in five years

That's almost ONE FULL SCHOOL YEAR!

Time missed at school can lead to gaps in knowledge that become difficult to fill. As a parent/carer it is YOUR legal duty to ensure your child attends school every day and on time.

REMEMBER!

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HOW DOES SNA CELEBRATE GOOD ATTENDANCE?

At the end of every term the children with

100% attendance get a certificate. The Attendance Team and SLT are currently looking at new and enticing ways to reward

attendance.

HOW CAN SNA SUPPORT YOU AND YOUR CHILD?

Communication is important—if you/your child is struggling in school, has concerns or is refusing to come to school, talk to us. Honesty really is the best policy!

Here at SNA, we want your child to achieve their best, we will look at additional support in school, use of our pastoral team and/or referrals to external agencies to give you extra support.

SCHOOL ATTENDANCE AND THE LAW

The Education Act of 1996 states that it is the responsibility of the parent or guardian to ensure that all children between the ages of 5 and 16 years attend school on a regular basis AND on time.

It is your responsibility to let the school know if your child is going to be absent. Please telephone the school 0115 9110091.

BUT REMEMBER!

It is school policy that you contact the school every day your child is absent and you need to provide evidence if requested.

ABSENCES, MEDICAL AND DENTAL APPOINTMENTS

Any leave of absence MUST be applied for in advance by completing a form which can be obtained from reception.

Routine medical and dental appointments must not be made during the school day, where this is unavoidable, you must inform the attendance team as soon as possible in advance.

WHAT DO I DO IF MY CHILD IS UNABLE TO ATTEND SCHOOL?

Contact the attendance team by calling the main school number, 0115 9110091 and select option 1 to leave a message or email us at attendance@snacademy.org.uk

UNACCEPTABLE REASONS FOR ABSENCE

- Shopping
- Birthday treats and trips
- Non-urgent medical and dental appointments
- To visit relatives they have not seen for a while
- To look after siblings or pets
- To drop siblings off at school
- Parent was ill and could not bring child to school
- Went to bed late
- Holidays
- Missing the bus
- Period pain
- Headaches

There are 170 non-school days every year. That's plenty of time for holidays and shopping!

WHAT CAN HAPPEN IF MY CHILD DOESN'T ATTEND REGULARLY?

The school expectation for attendance is 97%. When a student falls below this, a letter may be sent to inform you of this, we have a duty to ensure parents know this.

If your child becomes persistently absent (below 90%) or their attendance doesn't improve we will write to you again and ask you to come in for a meeting.

This meeting will be an opportunity to discuss any concerns and agree a plan to improve attendance. You must now provide medical evidence to support any absences. This includes proof of medical appointments and prescriptions. Informing the school of an absence does not automatically mean the absence will be authorised.

If your child's attendance does not improve or you do not engage with the process, a referral will be made to the local authority for enforcement action.

This may result in:

- A Penalty Notice payable up to £120 fine per parent, per child
- Prosecution under s444 (1) Education Act 1996 where, if convicted, you may be fined up to £1000
- Prosecution under s444 (1a) Education Act 1996 where, if convicted, you may be fined up to £2500 and/or a community order or imprisonment