



ATTENDANCE & PUNCTUALITY

A guide for parents and carers

Every day in school matters. Every minute counts.

GOOD ATTENDANCE SUPPORTS SUCCESS

Good school attendance helps children feel confident and happy about the school work and activities they take part in. Parents and carers can support children to enjoy school life fully by ensuring they attend every day and on time.

LATENESS ADDS UP!

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

WHAT DOES 80% ATTENDANCE MEAN?

- 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.**

DID YOU KNOW?

Sixth forms and colleges ask for references and attendance figures. Consistently poor attendance may affect whether your child is accepted into the college, sixth form or university of their choice.

HOW CAN SNA SUPPORT YOU AND YOUR CHILD?

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

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.

IF YOUR CHILD CANNOT ATTEND SCHOOL

Contact the Attendance Team every day your child is absent. Call 0115 9110091 and select option 1 to leave a message, or email attendance@snacademy.org.uk.

You need to provide evidence if requested. Informing the school of an absence does not automatically mean the absence will be authorised.

ABSENCE, MEDICAL & DENTAL APPOINTMENTS

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

Routine medical and dental appointments must not be made during the school day. Where this is unavoidable, inform the Attendance Team as soon as possible in advance.

UNACCEPTABLE REASONS FOR ABSENCE

- Shopping; birthday treats or trips
- Non-urgent medical or dental appointments
- Visiting relatives; looking after siblings or pets
- Dropping siblings at school
- Parent illness preventing the journey to school
- Going 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!

HOW DOES SNA CELEBRATE GOOD ATTENDANCE?

Students are rewarded with a Golden Ticket for every school week they attend every day (100%). Golden Tickets can then be posted into one of four prize boxes and a draw is conducted at the end of every half term!



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SCHOOL ATTENDANCE AND THE LAW

The Education Act 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 regularly AND on time.

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

WHAT CAN HAPPEN IF ATTENDANCE DOESN'T IMPROVE?

The school expectation for attendance is 97%. When a student falls below this, a letter may be sent to inform you.

If your child becomes persistently absent (below 90%) or attendance does not improve, we will write to you again and ask you to attend a meeting. This is an opportunity to discuss concerns and agree a plan to improve attendance.

You must then provide medical evidence to support absences, including proof of medical appointments and prescriptions.

If 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

- An unauthorised leave of absence of more than 5 days/10 sessions (over a 6 week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £160 for each child who is absent. The fines can be issued to both parents for each child.
- In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated leave of absence periods. This would include circumstances where a parent/carer has already had two fines for a child over a 3-year rolling period.

NEED TO REPORT AN ABSENCE OR ASK FOR SUPPORT?

0115 9110091 • Option 1 • attendance@snacademy.org.uk

ATTENDANCE TEAM & SCHOOL CONTACT DETAILS

Attendance Officer: Mrs S Turner
Attendance Admin: Mrs C Oliveira

South Nottinghamshire Academy
Glebe Lane, Off Cropwell Road
Radcliffe on Trent, NG12 2FQ

Phone: 0115 9110091 option 1

Email: attendance@snacademy.org.uk