

ATTEND TODAY ACHIEVE TOMORROW

**96% Attendance is our minimum expectation
for ALL students**

WHAT CAN I DO TO IMPROVE ATTENDANCE?

Here are some of the things that your child can do to ensure that they achieve and maintain good attendance and punctuality:

- Have an evening and morning routine that allows a minimum of 8 hours sleep
- Limit digital technology use - e.g. gaming, social media, apps etc. and finish at least one hour before bed
- Allow enough time in the morning for your child to get ready, have breakfast and travel to school and arrive on time
- Have their own alarm clock
- Get their equipment and bag ready the night before
- Have a regular study time each evening
- Not waiting for friends in the morning before school.
- Learn bus timetables in advance

HOW CAN PARENTS /CARERS SUPPORT

- Work with and support the school
- Praise their child's effort

WHY IS GOOD ATTENDANCE IMPORTANT?

- To avoid gaps in learning
- To help achieve good exam results
- To help with getting to sixth form, college, an apprenticeship or university
- To help get a good job
- To develop a good Progress file
- To prevent court action

WHAT IS A 'PERSISTENTLY ABSENT (PA) STUDENT'?

You should not keep your child from school or allow them to be absent:

- Your child becomes a 'persistently absent' student when attendance falls below 90%
- A PA Student will be monitored by an Assistant Head of Year and the Attendance Officer. If your child's attendance is under 90%, we will not authorise any absence without medical evidence (e.g. prescriptions, stamped appointment cards)
- As a school we monitor attendance very closely. If your child's attendance drops below 95% they will be monitored

WHAT ABSENCES ARE NOT APPROPRIATE?

- To look after the house or other members of the family.
- To go shopping or to visit relatives.
- Because they are menstruating.
- Because they got up late.
- Because they don't want to come to school.
- For family birthdays or to go on family outings

WHAT ABOUT HOLIDAY?

The Department of Education has introduced amendments to holidays taken in term time. The Headteacher will not be able to grant any leave of absence during term time, for any purpose unless there are exceptional circumstances. If you decide to take a holiday in term time and it has not been authorised by the school you will receive a fixed penalty, where the parent/carer will have to pay £60 for each child removed from school. This will need to be paid within 21 days and, if not paid within this time, the charge will rise to £120 per child and must be paid within 28 days to avoid potential prosecution.

WHAT IF ABSENCE IS ESSENTIAL?

It is important to get a message to school - it is the responsibility of parents/carers to let the school know the reason for their child's absence as soon as possible, before 08:30 am on the first day of absence. Your child deserves a rigorous education and all the opportunities that North Birmingham Academy has to offer. Coming to school every day is essential for your child's academic and personal development.

WHAT ARE PARENTAL/CARER RESPONSIBILITIES?

If your child is aged between 5 and 16, you must make sure he/she attends school regularly and stays in school. This is law. You can be taken to court for breaking this law (Section 444 of the Education Act 1996). Parents should ensure their children arrive at school on time, properly dressed and in a condition to learn. This means Students should wear school uniform. They must have their books, pens, pencils, PE kit etc, and not be too tired, worried or hungry. Parents must also make sure that Students' complete homework on time and keep to school rules about behaviour.

WHAT IS AN AUTHORISED ABSENCE?

Parents and carers can explain absences but they cannot authorise them. Only the school can decide whether explanations about absences are acceptable and can be authorised. For persistent absence, the school will insist that medical evidence is provided. All other absences will be coded as 'O' and will not be authorised.

WHAT ABOUT ABSENCE FOR DENTAL/MEDICAL TREATMENT?

Your child may have to be absent from school for medical or dental treatment. The school must be informed if during school time, but where possible appointments should be arranged before/after school.

WHAT HAPPENS IF A STUDENT MISSES TOO MUCH SCHOOL?

If a Student does not attend every day, this is what happens:

- They will not know how to complete the work set
- They may feel left out and get left behind
- Friendship groups may change
- They lose touch
- Creates anxiety for your child
- They will underachieve

WHAT REWARDS ARE THERE FOR EXCELLENT ATTENDANCE AND EXEMPLARY PUNCTUALITY?

All Students in school with 100% attendance on their record (for the academic year) are placed in a raffle to have the chance of winning a brand-new iPad and bike. Also, termly challenges to ensure all children can partake in improving their attendance. Regular attendance and punctuality assemblies take place throughout the year.

REMEMBER

- 7 sessions (3 and a half days) missed in each half term = a persistently absent (PA) Student.
- Missed lessons = Missed opportunities.
- Being on time shows that Students are reliable and organised, and know that school matters.
- Employers want good time keepers.

WHAT HAPPENS IF STUDENTS ARE LATE?

- Your child will be at a disadvantage
- They may miss important notices in Form and interrupt lessons
- Any Students arriving onto school site after 8.40am will be marked as late and receive a late detention
- Late Gate: any Students who arrive late to registration after 8:40am will receive a late detention
- If your child arrives after 9:40am, it is an unauthorised absence and will be coded as 'U' (arrived after registration closed)
- If your child's punctuality does not improve, further sanctions will be put in place

OUR EXPECTATIONS

- **ALL Students have 96% or above on attendance**
- **Arrive on time for school, students are expected to arrive at 08:35am**
- **Parents to call school each day of absence by 08:30am**
- **Appointments to be taken outside of school time where possible. Evidence provided for any appointments.**
- **Medical evidence provided when requested**