

ATTENDANCE INFORMATION FOR PARENT/CARER

The Wellington Academy would like to see their students at 100% but certainly expect students to be at 97% or above.

You have a legal responsibility to make sure your children get a suitable education (as set out in the [Education Act 1996](#)). For the majority, this means making sure your child is registered at school and that they attend regularly during term time. If your child fails to attend school regularly, you are committing an offence and could be issued with a **Penalty Notice or prosecuted, which could result in a fine of up to £2500 or imprisonment for failing to ensure your child regularly attends school.** Magistrates can also impose a Parenting Order, which would mean you having to attend parenting classes. **The Local Authority can also apply for an Education Supervision Order.**

Medical Appointments - i.e., Dentist/GP/Hospital/other

Where possible arrange such appointments outside in holidays or after school.

Medical evidence is always required for any appointments during Term time. This information should be given to reception, with a covering letter by parent/carer, where possible in advance, this is for recording and registration purposes of your child. Students should always sign in/out at reception when leaving or returning from any appointment.

Returning to School following any absence

- ✓ On return to school following absence, a letter, **or if necessary medical evidence** must be handed into your Tutor or Student Manager. If this is not received after one week, the period of absence **may not** be authorised. **Medical evidence may be requested where absence exceeds 5 school days.**

Leave of absence Requests –

You do not have a legal right to take your children out of school. It is always The Headteacher's decision whether to allow you to take your child out of school during term time. If you do not ask their permission in advance, or they do not give it and you take your child out of school anyway, this will be recorded as an unauthorised absence.

The Headteacher **may** authorise an absence from school during term time if there are exceptional circumstances. Exceptional circumstances are defined, as 'not typical, unusual or extraordinary' **family holidays are not considered an exceptional circumstance.** All information and relevant 'Leave of Absence Form' can be found on our website.

You must make any requests for leave of absence **in advance** and you be the parent/carer the child normally lives with. It is important to give the Headteacher as much information as possible when applying for a leave of absence. Leave of Absence Requests can be found on our school website. Please note - Penalty Notices are issued for absence where there are 10 or more sessions (please refer to the Penalty Notice Information for Parent/Carer sheet, which is placed on our school website.

Punctuality/Late to School

If your child is late into school, they are required to sign in at the reception, where an 'L' late mark will be entered. Where a child signs into school late after the registration has closed officially at 0915 am, this mark will be recorded as a 'U', please note this is recorded as an 'unauthorised absence'. If your child has attended a medical appointment, you should provide your child, where possible, with the medical evidence to enable the absence to be authorised. Failure to do so could result in the absence being recorded as unauthorised. Please do take this into consideration regarding the new process of issuing Penalty Notice's for unauthorised absence, as outlined above.

The Wellington Academy

ATTEND TODAY ACHIEVE TOMORROW

ATTENDANCE FACTS

- **100 - 96%** - Attendance is the best chance of success and reaching potential
 - = 190 – 182 days attendance per year
- **94.9 - 90%** - Attendance less chance of success and succeeding
 - = 180 - 172 days attendance per year
- **85%** - Attendance can seriously affect education and limit life chances
 - = less than 162 days attendance per year
- If you miss 3.5 days of school each term over the school life, you will miss a staggering 1.5 years of education
- Children with poor attendance are 6 times more likely to be unemployed
- Missing just 17 days of school in one year can mean dropping a full grade at GCSE
- Being 15 minutes late each day is the same as missing two weeks of school (10 school days)

The time children are at school and home

This gives a good indication of how much time there is for holiday, medical/dental appointments; therefore, there should be no reason for poor attendance -

- School Days - 190 days = 52%
- Home - 175 days = 48%



Rewards for Good Attendance at The Wellington Academy-

At present, we run a **Reward Token System for 100% Attendance**. Each week that your child achieves **100%** attendance throughout **each Term**, they will receive a **'Token'** from their Tutor. **This is placed inside an allocated Token box situated in the school Atrium, with their name/tutor group on it.** At the end of **each Term**, one person, drawn from each Year Group, will win a **£10 Voucher** and a **'huge' bar of chocolate**. **At the end of the last term of school (summer), the collected tokens go into a 'Big Draw' and one winner is picked from each year group to receive a cash prize.**

If you have any questions, or you wish to discuss your child's attendance, please contact Mrs Beverley Eccles, Welfare and Attendance Officer on 01264 405060 Ext: 3889, or your child's Year Team.