

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/email, or if necessary medical evidence must be provided to 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

Students are expected to be in school for a 0830 am start as per new structure for this academic year 2022/23. SLT, Heads of Year and SMs have specific locations at the gate and in the building to welcome and check students.

The entrance gate will be closed at 0827 am. If your child arrives at school after this time, they will come through the main academy doors and be registered late by a member of the Senior Leadership Team and Student Manager. After 0900 am students will be expected to sign in at the reception.

- ✓ First day, students will get a conduct card signature, and following 5 lates in each week a C1 detention will be issued.
- ✓ Incorrect uniform will be picked up at the gate and dealt with before the day begins.
- ✓ Students will put their phones into the pouches at the gate.

The Wellington Academy

ATTEND TODAY ACHIEVE TOMORROW

ATTENDANCE FACTS

- **100% - 98%** - Outstanding Attendance. This is the best chance of success and reaching potential
 - **98% - 96%** - Up to 40 lessons missed. This could have an impact on achievement
 - **96% - 94%** - Up to 60 lessons missed. This could have a serious impact on achievement
 - **94% - 90%** - Up to 100 lessons missed. This will have serious impact on achievement
 - **90% - 0%** - Persistent Absentee
- 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 are below.

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-

There will be a 'new' attendance reward incentive implemented for this academic year 2022 23
At the end of each term all students' names from each Year Group who have gained 100% attendance for that term will be placed in the 'Wheel of Names' it will be spun and one lucky student from each year will be awarded a monetary voucher and chocolate.

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.

The following links are provided to offer support and guidance which you may find helpful and useful. If you need support or more information with these please do let us know

[Time Out For Parents : Wiltshire Healthy Schools](#)

[Parenting and Family Support - Family Lives \(Parentline Plus\) | Family Lives](#)