



## What should you do

- Ensure your child attends school every day on time.
- If your child wakes feeling unwell please consider giving them the appropriate medication and aim to get them to school as soon as possible.
- Report any absence or reasons for lateness by 9am, using the 24 hour absence line 01789 762285, on each day of absence. For longer periods of absence please contact the Academy Attendance Officer 
- Please ensure medical appointments are made outside of school time, where possible. It would be preferable for your child to attend registration and be released from lesson for any appointments if necessary.

## What your child should do

- Attend school every day.
- Be in school for 8.45am and on time for lessons. 
- Let their tutor/LSU staff know if there are any problems affecting their attendance.
- Take responsibility for ensuring excellent attendance and monitor via the SIMS Parent App.

## What the school will do

Your child's attendance will be measured against the following criteria:

### **95 - 100% attendance**

**Excellent achievement . On track to achieve academic and social success. Considered to be offered a reward trip place!**

### **94 - 91% attendance**

**The Academy Attendance Officer will monitor and contact parents to make them aware of a decline in attendance and offer support. Medical evidence will be required to support further absence from school.**

### **Below 90% = Persistent Absence**

**If your child's attendance drops below 90% this can lead to a referral being made to WAS. A legal attendance target will be set.**

Support options are available and can often ensure quick resolutions.

The Attendance Officer can be reached on 01789 762285 or via email

[jackiehodges@alcesteracademy.org.uk](mailto:jackiehodges@alcesteracademy.org.uk)

Please see school website for further information:

[www.alcesteracademy.org.uk](http://www.alcesteracademy.org.uk)

# A Guide to School Attendance

*Our school is committed to working towards the goal of 100% attendance of students*



# Alcester Academy

**24 hour Student Absence Line  
01789 762285  
Select option 1**

## The bigger picture

- Research has shown there is a clear link between students' achievement and their level of attendance at school. We want all students to achieve the very best they can and for this they need to be in school regularly.
- It is extremely difficult to catch up on work missed and social development can be affected.
- 95% attendance = 9 school days missed per year
- 90% attendance = 18 days absence per year = 95 lessons missed per year
- 85% attendance = 24 lessons missed per month = 1 full day absence per week
- 17 days absent between Year 7 and 11 = 1 GCSE grade reduction
- Students with 100% attendance are 1.5 times more likely to achieve 5+ GCSEs 9-4 or equivalent = potential to have a well paid job after completing GCSE's = better life opportunities!

## Strategies and rewards for good attendance

- Students with 95% and above attendance are considered for an end of year rewards trip.
- Reward points are regularly given to students with good attendance.
- Certificates and praise at the end of each term for those with 100% attendance, with badges at the end of the school year.

**All students are expected to attend 100% of the time**



dreamstime.com

## Your child's education is important and the legal stuff

The Education Act 1996 section 7 states :

“the parent of every child of compulsory school age shall cause him to receive efficient full time education according to his age, ability and any special educational needs he may have, either by regular attendance at school or otherwise”.

For the majority of children this is through full time schooling.

Failure of a child to attend school on a regular basis may result in legal action being taken which can lead to fines being issued via local government.

### Leave of Absence

Holidays during term time are not authorised. If there are exceptional circumstances then you should request time off by writing to the Headteacher and completing a LoA form that can be found on the school website. Please be aware that very few requests for leave of absence are granted.

**EVERY DAY...**

**EVERY HALF DAY...**

**EVERY LESSON COUNTS...**