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Dear Parents and Carers,

Thank you to all parents and carers who are ensuring that their children are attending regularly at Court Lane Academies. There are some updates to our attendance procedures in line with DfE guidance, which came into effect this term and are included in this information.

Punctuality:

The school day starts at 8.50am; we open our doors 10 minutes before, at 8.40am to allow for a soft start and enable parents of siblings to drop off across both schools. If your child arrives after 8.50am, they must go through the main office and sign in, as they will have missed registration in their class. We along with the Local Authority Link Coordinators monitor this closely and we will contact families if this occurs frequently.

If your child is late, they are missing valuable school time. Our most important lessons are at the beginning of the school day and if a child enters late they can feel anxious about walking in whilst a lesson is in progress, as well as trying to catch up on what they have missed.

Absence:

If your child is absent, you must contact us to inform us of this and to provide a reason. We have a duty to ensure the location of all children on our roll at the start of the school day. If you have not contacted us, we will use the contacts you have provided to establish where the child is and why they are not in school.

This [NHS link](#) offers some excellent advice and information for parents and carers to help them decide whether a child needs time off school and when it is safe to allow them to attend. It also has some robust advice on how to manage an unwell child if there is any uncertainty for parents or carers. If your child is attending a medical appointment during the day that cannot be scheduled at another time, it is expected that they come into the Academy first or are brought into school as soon as possible afterwards. In the case of frequent absences, or where a child reaches a persistent absentee level, medical evidence may be requested.

What does your child's attendance figure mean as learning time lost?

<u>Attendance Figure</u>	<u>Days absent by the end of the year</u>	<u>In real terms</u>
95%	10	
Persistent absentee 90%	20	This is equivalent to missing a whole month from the school year, or an afternoon per week
85%	30	This is equivalent to missing half a school term
80%	40	This is equivalent to missing two months out of the school year, the majority of the term, or a whole day every week

Only the Academy can authorise a leave of absence. Any requests for this must be made by completing a 'Leave of Absence Form' available at the front office. Only in exceptional circumstances will this leave of absence be granted. Absence will be unauthorised if we do not receive any communication from parents. Absence for holidays cannot be approved, as these are avoidable.

As indicated in our newsletter last July and on our school websites, schools can, in liaison with the Local Authority, issue fixed penalty fines when an unauthorised absence results in a period of at least 10 unauthorised sessions in any one term, i.e. 5 days, this can be unauthorised holiday or if we have not received a reason for an absence. The fixed penalty is £120 per child per responsible adult, reducing to £60 if paid within 21 days. If the penalty notice is not paid within this time then parents will be taken to court and can be fined up to £1000.

Where pupils are taking part in sporting, musical or theatrical performances of any kind, a license must be granted by the Local Authority. We therefore encourage parents to begin this process with as much notice as possible as wait times vary.

We greatly value the success and achievement of all our pupils and any absence can be to the detriment of a child's learning. I hope therefore that all parents and carers will work with us to ensure that their child(ren)'s attendance is excellent.

Late Collection

As a school, we have a responsibility to look after every child until the end of the school day: 3.20pm is the end of the school day at the Juniors, and 3.10pm is the end of the school day at the Infants. Please ensure that you contact the office as soon as possible if you are going to be late collecting your child, so we can make sure your child does not worry. Where children are regularly picked up or dropped off late, a record is made for the Designated Safeguarding Lead.

If you have any questions about the punctuality of your children, or any other attendance issues, please do not hesitate to contact us as we are keen to support you.

Yours sincerely

K. Geddes
Headteacher

L. Flitton
Headteacher