

## Admissions Information – Attendance

Regular attendance is vital if learners are to achieve in line with their potential. Ensuring regular attendance is the legal responsibility of every parent/carer and permitting absence from school without a valid reason is an offence in law which can result in prosecution. Please be aware that the government classes learners with an attendance percentage below 90%, over a school year, as persistently absent.

During Y9, Y10 & Y11 learners who miss school will miss vital learning which could impact on their performance in examinations. Furthermore, a learner's attendance record forms a significant element of their reference for employment and further education opportunities; we are therefore keen to ensure that all learners achieve full attendance. We will look to take action with regards to any learner whose attendance falls below 95%, or who has unauthorised absences on their registration certificate. Attendance is classed as being present at school; an authorised absence, such as a dental appointment, will lower a learner's attendance percentage. Missing the academy transport, resulting in missing the morning register mark, will also affect a learner's attendance record.

***Regular attendance is a shared responsibility between learners, parents/carers and academy staff.***

### **We will:**

- Publish all our term dates via our website so that learners know when they should attend. Please note that our term dates and INSET days sometimes differ from other Staffordshire schools.
- Provide you with regular information regarding your son's/daughter's attendance percentage.
- Support you to address any issues which are impacting on your son's/daughter's attendance.
- Comply with government guidelines regarding prosecution for poor attendance and learner leave of absence.
- Request medical evidence to authorise absences due to illness and/or medical appointments once your son/daughter has reached 20 absences (10 days) from school.
- Refer to the local authority for a possible penalty notice for learners with 20 unauthorised absences.

### **Learner Leave of Absence**

The Department for Education makes it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Requests should be made well in advance of the desired period of absence. There is no automatic right to any leave during term time. Leave of Absence application forms are obtainable from the Attendance Officer in Learner Support or can be downloaded via The JCB Academy website under Parental Information.

Should the school decide not to grant a leave of absence and a learner is taken out of school, or an absence is not requested, it will be recorded as unauthorised, which may result in a penalty notice fine of £60 per parent per child. This fine will increase to £120 if it is not paid within 21 days. Failure to pay the £120 fine may lead to court proceedings.

## **Poor Attendance/Persistent Absence**

The Anti-social Behaviour Act 2003 amended section 444 of the Education Act 1996 to allow parents to be issued with a penalty where they failed to ensure their child of compulsory school age (5-16) and school registered, regular attendance.

A penalty notice for each parent, per child is initially for £60. If this £60 is not paid within 21 days from the date of issue it rises to £120. If, after 28 days of the date of issue the £120 is not paid the council will prosecute the parent/s under section 444(1) of the Education Act 1996. This will lead to a hearing in the Magistrates Court and may result in a fine of up to £1,000.

## **We would ask that you support us, and your son/daughter, in the following ways:**

- If your son/daughter is going to be absent please telephone/email us first thing in the morning to advise us of the reason for their absence and when you anticipate they will be back at school
- Provide us with evidence of why an absence is/was necessary whenever possible
- Only allow your son/daughter to miss a school day if they are genuinely unwell enough to attend
- If your son/daughter has to attend a medical appointment during the school day, consider making it for as late as possible in the afternoon to minimise absence from lessons and minimise the impact on attendance
- If your son/daughter is routinely missing the school bus, support them to improve their morning routines
- Be aware of subjects that they may not be enjoying, upcoming tests and deadlines which may be causing them to want to avoid lessons or coming to school
- If you have any concerns about your son's/daughter's attendance please talk to us, we are happy to help

To speak to someone about attendance please call 01889 506100 and ask to be put through to your year team or through to Mr M. Spooner: Attendance Officer; Alternatively you can email your son/daughters mentor or Mr Spooner ([m.spooner@jcbacademy.com](mailto:m.spooner@jcbacademy.com))

If your son/daughter is absent please call 01889 506100 or email [office@jcbacademy.com](mailto:office@jcbacademy.com)