



Rewards

We will also celebrate good attendance with a range of rewards. Including trips, gifts and special acknowledgement.

Requests for leave of absence during term time

All planned absences should be requested a least two weeks in advance. A form is available from the office.

Please note that parents/carers are **not entitled** to take their child out of school during term time.

The Principal will examine all requests for extenuating Circumstances. If there is not sufficient reason then a leave of absence will be declined and recorded as unauthorised in the register. A holiday during term time without authorisation when the level of absence is in excess of 3 days (6 sessions) in total over a 6 week rolling period, can result in a request the Local Authority to issue Penalty Notices to each parent for each child.

Legal Action

Legal Proceedings may be taken by the Academy or Local Education Authority against parents where young people have a high level of unauthorised absence.

This may be in the form of:

- ◆ Legal Action through a Magistrates Court in accordance with the Education Act 1996.
- ◆ Fixed Penalty Notices.
- ◆ Education Supervision Orders.

Research suggests that 17 missed school days a year =
A GCSE grade DROP in achievement. (DfE)

If your child is ill, please ring the office before 10am.
Thank You. Contact Number 01623 980055 ext: 5135

ATTENDANCE MATTERS

WHAT WILL HAPPEN AT SUTTON COMMUNITY ACADEMY?

Information for Students,
Parents and Carers

Punctuality and Attendance

Government regulations state that only the Academy can authorise absences, parents/ carers cannot do this.





We will encourage good attendance by:

- ◆ Creating a positive environment where young people feel safe and secure.
- ◆ Making our Academy a lively, rewarding and interesting place to be.
- ◆ Developing a system of rewards for good attendance and punctuality.
- ◆ Being sympathetic and supportive to pupils who experience problems in school.
- ◆ Ensuring careful monitoring of attendance data regularly takes place.
- ◆ Reminding parents/carers of their responsibilities regarding attendance and punctuality.
- ◆ Offering help and advice to resolve any difficulties the pupil or parents may have in fulfilling these responsibilities.
- ◆ Establish a mechanism for working with those parents/carers who are concerned that their children may be experiencing difficulty in attending school.
- ◆ Involving the Education Welfare Officer or relevant professional in tackling attendance issues.
- ◆ Having strict policies to keep your child safe.
- ◆ Operating clear boundaries and sanctions to prevent young people from truanting.
- ◆ Interviewing students who have unauthorised absences.
- ◆ Giving you strategies to promote good attendance.

If you are late

- ◆ **School starts at 8.40am.**
(Doors open at 8.20am)



If your child is going to be late, please ring us.
If your child arrives after 8.40am they will have to enter school through the office door and be marked as late. Your child will be asked to give the reason that they are late.

If a student is late three times within a week they will have to stay behind for an hour payback. We will contact you to raise concerns and to see if there is any way we can support you to ensure punctuality. If your child arrives later than 30 minutes after the close of register this will be recorded as an unauthorised absence.

A good start to the day is essential for young people and is an important habit to learn whilst they are young. It is a key skill employers look for in candidates for jobs.

Monitoring Attendance

- We have a legal requirement to monitor children's attendance at school and we do this on a day to day basis.
- If your child's attendance causes concern we will contact you by letter, telephone or home visit by the Education Welfare Officer (EWO). Your child may be placed on a School Attendance Panel (SAP).

Concerns

All parents/carers will receive a letter if their child's attendance is below 95.5%.
If attendance continues to be below 95.5% we will talk to you and may involve outside agencies to support you and your child, e.g. Family Support Service or School Nurse.

Leaving Site

It is not the policy of Sutton Community Academy to allow our students to leave site at break or lunch, unless they are signed out by a parent/carer personally.

In the interest of safeguarding we will not allow any young person to leave site unless they are signed out or have a valid medical appointment card. Should your child refuse to adhere to this policy then they will be subject to sanctions in accordance with the Academy's Behaviour Pathway.

I look forward to your support in ensuring the continued safety and welfare of our students.