

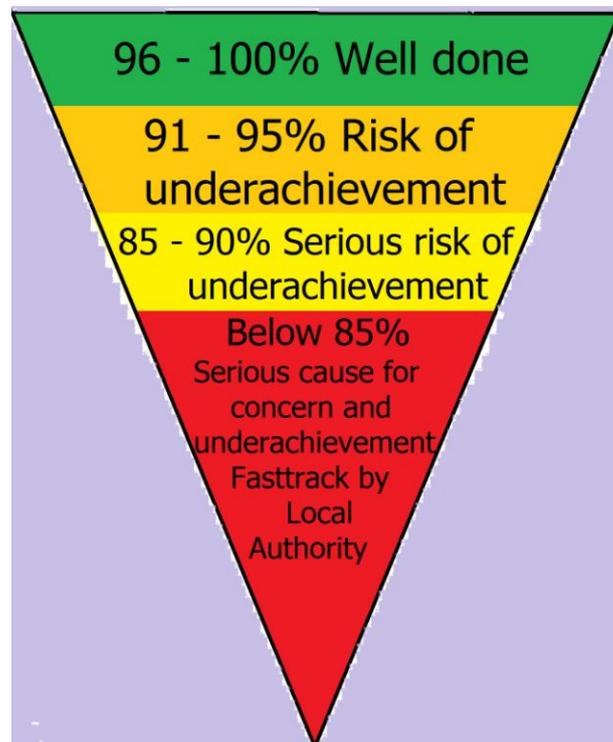


## Attendance Information

At De Lacy Academy excellent attendance and punctuality is our aim for every student. Our Academy attendance target of 95% is the minimum that we expect for all students.

- To achieve this attendance level, a student should have no more than **9½ days** absence in an entire academic year.
- If a student's attendance falls to 90% this is the equivalent of missing **half a day every week**;
- 85% is equivalent to a student missing around **6 weeks** in an academic year.

Full attendance maximises learning opportunities and research suggests that just **17 days'** absence in any one year = 1 GCSE grade drop in achievement.



## **How Parents/Carers can help**

We would appreciate the full support of parents/carers in ensuring that your child attends wherever possible. This means only keeping your child off school when it is unavoidable, this helps them develop good habits for the world of work.

### **For example:**

**Illness** – only keep your child at home for genuine illnesses, not minor ailments. If you're not sure, send them to school with a note and the Academy can contact you if there's a problem.

**Medical/dental appointments** – make routine appointments out of school time. If this is not possible, please notify us in advance and ensure that your child attends school both before and after the appointment as appropriate, signing in and out at student reception.

**Family Holidays** – please arrange holidays during the school holidays, not during term time. The Academy will not authorise any holidays during time term unless there are exceptional circumstances.

*\*If you feel there are exceptional circumstances please write to the Principal providing full details.*

**Absence for other reasons** - any other request for absence will be dealt with individually (for example, compassionate reasons). Please contact your child's Attendance Mentor to discuss your request in advance of any absence.

### **How does the academy help?**

We monitor students' attendance and punctuality very closely and will follow up unexplained absence with parents/carers, by telephone or by letter. Where a student's attendance record reaches a concerning level, we will contact you to discuss ways in which the Academy can support you and your child.

There are 190 school days each year. In order to achieve a minimum of 95% attendance I can only be absent for a maximum of 9 days

Good attendance means being in school at least 95%. Obviously 100% is best!

# I NEED TO AIM TO ATTEND SCHOOL 100% OF THE TIME!

Because I am able to leave school at 2:40 p.m., I should not need any time away from lessons for routine appointments

School attendance is a legal requirement. My parents/carers can be prosecuted if I don't attend regularly

Punctuality is important. I need to be in school by 8:20 a.m. to be ready to start school promptly at 8:30 a.m.

There are 13 weeks holidays during a school year. School will not authorise time off during term time as this compromises my learning

Attendance less than 95% means I have huge gaps in my learning

Persistent absence means I have missed 15% of school – that is 17 days absence before school finishes for Easter!

**Reporting Absence**

If your child is too ill to attend the Academy, you should contact the Academy Reception as soon as possible on the day of absence by telephone. We ask that you contact us each day your child is absent, unless you have already given us an indication of how long the absence will last. On your child's return, please fill in an absence note in the back of the Student Planner which your child should take to their Form Tutor.

**Punctuality**

Please ensure your child arrives at the Academy for 8.20am so that they are in registration for 8.30am. Any student who arrives to lesson after 8.40am will be deemed to be late and must sign in at Student Reception. If a student is late on 3 occasions they will receive a detention unless there is a genuine reason for their lateness supported by a note in their planner.

**Leave of Absence (for holidays)**

Taking time off for holidays interferes with students' learning and progress. In addition, students' exam results may be affected, they may miss important exams or controlled assessments. No leave of absence for holidays will be granted during term time, except in exceptional circumstances. Absence taken without authorisation will lead to your child having unauthorised absences and may lead to a Fixed Penalty Notice being issued by the Local Authority. Penalty Notices are issued under the Anti-Social Behaviour Act 2006 and are £50 per parent per child if paid within 28 days.

***Please support the Academy***