

OUR ATTENDANCE MISSION

At Firbeck Academy we believe good attendance is vital for a child to achieve their **full potential**.

We aim to promote good attendance by providing a **safe and motivating environment** for all children.

As a team, we will together **break down any barriers** a child or family may have to accessing their education.

Every child matters, every day matters.

OUR ATTENDANCE EXPECTATIONS

Parents/Carers AND School all have a legal duty for attendance.

It is a legal requirement for each and every child to access regular education.

ATTENDANCE SUPPORT

If you need support with your child's attendance, please reach out to your child's Class Teacher.

FREQUENTLY ASKED QUESTIONS

What is PA?

PA stands for 'Persistently absent'. This is when your child's attendance is 90% or below (absent for 19 days or more over the academic year).

What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90%- we aim to offer early intervention support at this stage.

What is an EPN?

EPN stands for 'Education penalty notices' EPN's are issued for unauthorised absences, this includes term time holidays.

I'll just go on holiday and pay the fine?

EPN's have now been capped nationally at TWO fines within any 3 year period. After this, other action like a parenting order or prosecution has to be considered - this could mean a fine of up to £2500.

What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. Term time holidays are not a justified reason to take your child out of school.

What happens if I keep my child off, and don't contact school?

School will call home to try and obtain a reason for absence - if no reason is provided for two consecutive school days we will carry out a visit to your home - this is to check on the welfare of you and your child.



School Attendance

A Guide for Parents and Carers

Everyone Values Education and Everyone Attends Every Day



WORK HARD - BE KIND

EVERY DAY COUNTS

100% attend-	0 days missed	No learning
97% attend- ance	5 days missed	A weeks learning missed
94% attend- ance	12 days missed	2 weeks and 2 days learning missed
90% attend- ance	19 days missed	3 weeks and 4 days learning missed
85 % attend- ance	30 days missed	6 weeks of learn- ing missed
80% attend- ance	40 days missed	8 weeks of learn- ing missed

EVERY MINUTE COUNTS

Always on time!	No hours missed!	No learning missed!
5 minutes late each day	15 hours missed	3 days learning missed
10 minutes late every day	32 hours missed	6.5 days learning missed
20 minutes late each day	65 hours missed	13 days learning missed
30 minutes late each day	95 hours missed	19 days learning missed

'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!

Make each day count.

ABSENCES

If your child is going to be absent from school you must contact the school office before 9.30am to provide a reason for the absence.

If we are unable to make contact with you for two consecutive school days a home visit will be carried out.

MEDICAL APPOINTMENTS

If your child needs to attend a medical appointment or procedure please make the school aware with as much notice as possible so the absence can be authorised.

If your child is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences, so we can make sure absences are authorised.

CELEBRATING ATTENDANCE

Celebrating our children's attendance achievements is key to keeping our children motivated and engaged. We celebrate this in the following ways:

- Weekly 100% attendance sticker
- Half termly/termly/annual awards
- Individual attendance recognition awards
- Celebrating the 'small wins' every single day.

PUNCTUALITY

If your child arrives to school after registration closes your child will receive an unauthorised late mark - this effects your child's attendance as it is recorded as an unauthorised absence.

You must accompany your child to sign in at the office when arriving late.

PERSISTENT ABSENCE/AT RISK OF PER- SISTANT ABSENCE (PA)

We want to avoid children becoming 'persistently absent' (below 90% attendance).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA.

This will include meetings, an Attendance Support Plan and interventions from the Educational Welfare Officer.

Being persistently absent may make you liable for fines or school attendance referrals.

UNAUTHORISED ABSENCES

Holidays are in no circumstances authorised by school.

Unauthorised absence due to holidays will result in a fine being issued from Nottingham City Council.