

# Junior Academy

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## Why is attendance at school important?

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Primary school is where children begin creating the positive routines and habits which travel with them throughout their lives. This is why, as an academy, we want to work in partnership with our parents and carers in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted upon promptly.

## Rewards

Our attendance target is 96.6%. Our target is shared with our pupils and we regularly celebrate attendance which meets or exceeds our target. Attendance is celebrated weekly in assembly, with the winning class being awarded the attendance trophy. Weekly attendance is displayed on the attendance display in the hall each week. Each half term, we hold an attendance celebration assembly where pupils achieving 96.6% or more for the half term receive certificates in recognition. All pupils who have met the academy target at the end of the school year will be invited to a special treat to celebrate their achievement.

## Attendance Support

Once a child is registered at a school, it is the legal responsibility of the parent or carer to make sure they attend regularly and on time. Poor attendance is likely to have a negative impact on the child's learning, friendships and confidence in school. As an academy, we strive for the best possible attendance for all our pupils and so track and monitor attendance regularly. Our Education Welfare Officer will continue to support the academy with attendance and together we aim to work in partnership with families to provide the help and support needed to ensure the best possible attendance for our pupils.

## Punctuality

Being on time for school is so important. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks and the teacher will not always be able to re-explain work. Repeated lateness is detrimental to learning and children can feel embarrassed or self-conscious entering a lesson or assembly that has already begun.



It is very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

Children can enter their classrooms from 8.45am when the school bell rings. Registration starts at 8.55am and children are expected to be in class by this time. The school gate will open at 8.40am and close at 8.55am when registration begins. Registers close at 9am and children arriving after this time will be marked as L with means they are late. If children arrive after 9.30am, they will be marked as U which is an unauthorised absence for the whole morning, which affects your child's attendance.

If your child is late for school, they **must** report to the school office and not go straight into class.

### **Late Collection**

As a school, we have a responsibility to look after every child until the end of the school day. 3.15pm is the end of the school day for all pupils and 4.15pm for pupils attending after school clubs. Please ensure you notify the office as soon as possible if you are going to be late collecting your child so we can make sure they don't worry.

### **Unavoidable Medical Appointment**

We ask that parents make all medical appointments outside of school times wherever possible. We appreciate that some children have unavoidable medical appointments during term time such as speech and language or hospital appointments. All we ask is that you provide a copy of the appointment letter. Although we cannot mark a child present who is attending an unavoidable medical appointment, if these are their only absences, 100% rewards will not be affected.

### **Absences Due to illness**

We do understand that there are times where absence is unavoidable due to illness. Where children have mild illnesses, we encourage you to send them to school so that they don't miss out on their education. Where children require medication throughout the day, please complete a medication form and this can be administered by Mrs Whittingham. If your child is too unwell to come to school, the office should be informed **by 9am** on **every day of absence**. If we have not received a reason for absence by this time, we will contact you by phone. If we are unable to contact you we will send you a text message to ask you to make contact with us. If we still have no contact, the absence will be recorded as 'unauthorised' and a home visit may be made.

### **Term Time Holidays**

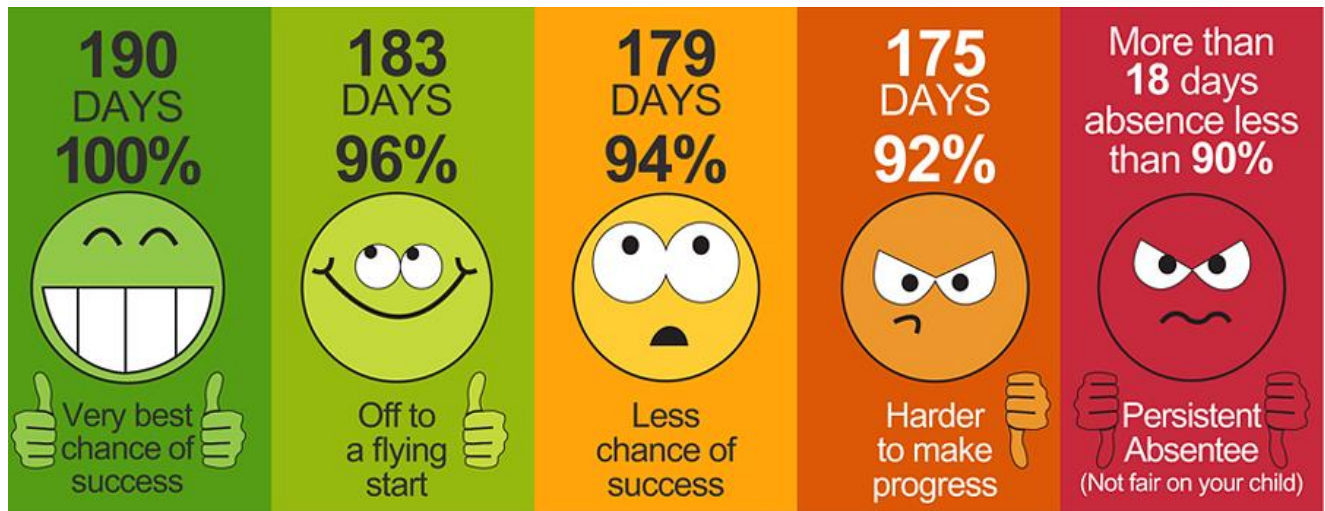
The issue of unauthorised absences due to holidays continue to be a concern and we want to take this opportunity to remind you about the law in relation to taking holidays or leave in term time. The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning and children returning from a term time holiday find themselves unprepared for their lessons which build on the teaching they have missed.

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any leave in term time must be requested through our 'Request for Leave' form. If you consider that your request falls within the 'exceptional circumstances', this should be outlined on the form. Requests for leave should be made at least 14 days before the first day of absence. You will receive a written response informing you of the school's decision. If a request is not considered to be an exceptional circumstance and you nevertheless take your child out of school, the absence will be recorded as unauthorised. Please note, holidays during term time **will not be authorised** and

referrals will be made to the local authority, who will consider issuing a Fixed Penalty Notice to parents. The penalty is £60, per parent, per child and, if not paid within 21 days will increase to £120. Failure to pay a penalty notice will usually result in the original case being referred to a magistrates' court. Penalty Notice fines are issued per parent, per child and all fines must be paid. Please be aware that if you do not complete a Leave of Absence form or inform school that you are taking your child on holiday, but school has good reason to believe they are absent due to a holiday, then an Education Penalty Notice will still be requested.

Our school term dates have been shared with parents and are on the academy website (<https://www.templenormantonacademy.org>). It is the responsibility of parents to know these dates and organise holiday periods accordingly so please make sure you check the dates before you make any arrangements.



The school has a statutory duty to keep children safe, which includes knowing where they are and that they are safe and well when they are not in school. Please note, the Education Welfare Officer may carry out home visits during periods of absence as part of our safeguarding procedures and to offer any support that may be required in helping your child return to school.

If you have any queries or concerns, please come to speak to us.

Thank you for your continued support.

