

Junior Academy

Principal: Leica Carter



Temple Normanton
Elm Street
Chesterfield
Derbyshire
S42 5DW
Tel: (01246) 850389

info@normanton.derbyshire.sch.uk
www.templenormantonacademy.org

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 to recognise pupils achieving 96.6% or more for the half term. 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. The Department for Education class children who attend school for less than 90% of the time as persistent absentees and we will inform parents by letter if their child's attendance falls close to or below this figure. Rebecca Galloway is our Education Welfare Officer and she will provide help and support for families where there are attendance concerns. 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. As part of her role, Rebecca may contact parents by phone or carry out home visits during periods of absence.

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 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 8.35am when the school bell rings. Registration starts at 8.40am and children are expected to be in class by this time. The school gate will open at 8.30am and close at 8.40am when registration begins. Registration ends at 8.45am and children arriving after this time will be marked as L which means they are late. If children arrive after 9.15am, 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.

Absences Due to illness

We do understand that there are times where absence is unavoidable due to illness. Where children have mild illnesses, such as colds, coughs and headaches, they should still attend school. Where children require medication throughout the day, please complete a medication form and this can be administered by Mrs Whittingham. Please note, absences due to mild illnesses may not be authorised. 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, Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Principal, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.

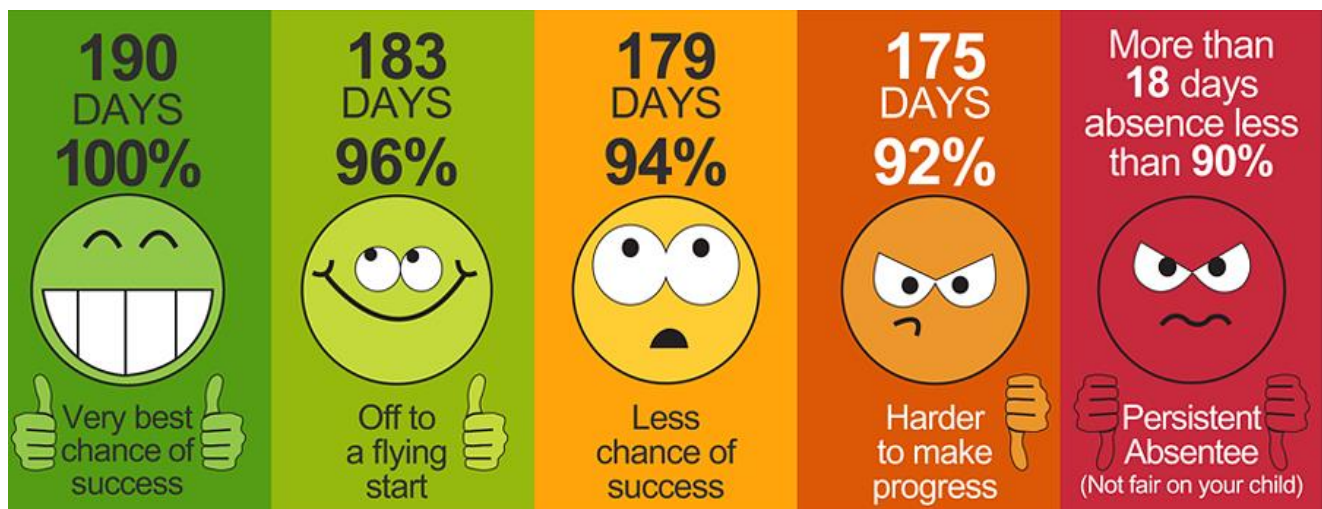
You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

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.



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

Thank you for your continued support.

