

EVERY SCHOOL DAY COUNTS

Every single day a child is absent from school equates to a day of lost learning. This table shows the impact over a year. Attendance below 90% is classified by the local authority as persistent absence and will as matter of course

100% Attendance Excellent	0 Days Missed	Prizes given at end of school year
95% Attendance Satisfactory	9 Days of Absence 1 Week and 4 Days of Learning Missed	If attendance drops below 95% without good reason, a letter will be sent to parents this may be referred to the Local Authority Participation Officer
90% Attendance Poor	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	At this point a letter will be sent warning parents that attendance has continued to decline. Parents will be asked to meet with the Attendance Manager/SLT to see if the Academy can offer further support.
87% Attendance Very Poor	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Attendance below 85% will trigger an attendance panel with SLT and an academy governor.
80% Attendance Unacceptable	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Attendance below 85% will trigger an attendance panel with SLT and an academy governor.
75% Attendance Unacceptable	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	If attendance fails to improve , a referral will be made to the Borough Participation Officer.



The John Locke Academy

Opening Minds to Success, Opening Hearts to Succeed

School Attendance Guide

At John Locke Academy, our aim is to work in partnership with parents to ensure that the highest level of attendance and punctuality are achieved for all pupils.

Attendance has a direct impact on the progress made by pupils. A child who misses 10% of the school year (attendance of 90%) misses the equivalent of half a day a week. This amounts to 19 days of school. Missing 15% (85% attendance) is the equivalent of 6 weeks lessons over a year.

We believe that children need to develop good habits from an early age. Value needs to be given to attending school and to being punctual.

This leaflet gives you an overview of the procedures undertaken at John Locke Academy.

WHAT THE LAW SAYS

- Under section 7 of the Education Act 1996, parents are responsible for making sure that children of compulsory school age receive a suitable full-time education*.
- Education is not an option—it's compulsory.

FAMILY HOLIDAYS

- You can demonstrate your commitment to your child's education by not taking holidays during term time. Any child or young person who is absent from school due to a holiday will miss out on important learning and will fall behind with their school work.
- In each Academic Year there are only a maximum of 190 statutory school days, allowing plenty of time for holidays to be arranged outside term time.
- Holidays taken during term time will be categorised as an unauthorised absence.

ILLNESS

The following advice is given on the NHS website
(www.nhs.uk/Livewell/Yourchildatschool)

- A child with a minor cough or cold should attend school. If the cold is accompanied by a fever, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24hrs after they start to feel better.
- Children with diarrhoea and/or vomiting should definitely be kept off school until at least 24hours after their symptoms have gone. If it is a 'bug' this should be 48 hours. This is to ensure that, as far as possible, any bugs are contained.
- If your child has chickenpox, keep them off school until all their spots have crusted over.
- Skin rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.

NURSERY

- The nursery is a non-statutory provision for early years education. However, there is a proven link between attendance, punctuality and children's attainment. We believe that regular attendance at nursery sets good practice for statutory school. Please ensure that your child attends nursery regularly and inform us if your child is unwell and unable to attend.

HOW PARENTS CAN HELP

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Make sure your child goes to school regularly and follows the school rules.
- Ensure your child arrives at school on time – not late. **Registers are taken at 9.10am. Children should be in class and settled before 9.10am.**
- Classrooms are open from 8.50am. Arriving well before 9.10am will help your child settle better.
- Arrange dental and medical appointments outside school hours when possible.
- Always inform the school office on 01895 590110 before 9.30am if your child is absent due to illness – this should be followed up with a written note or email when your child returns to school.
- Take family holidays outside term time.
- Talk to your child about school and take an interest in their school work (including homework).
- Attend parent evenings and school events.
- Praise and reward your child's achievements and attendance at school.
- Always support school staff in their efforts to control difficult or challenging behaviour.
- Discuss any problems or difficulties with the school – staff are here to help and will be supportive.

