

## Good Attendance is Important

Regular attendance at school is vital to help children achieve and get the best possible start in life.

This leaflet sets out to explain our approach to attendance at Crawshaw Academy and ways that you as a parent or carer can help.

### Attendance Levels



98 - 100% Excellent

96 - 98 % Good



Above 96% On target



Below 95%

Cause for concern.



Below 91.6% -

School work may begin to suffer.

Below 90% -

Legal action may be taken.

## Unauthorised Absences in Term Time

Due to a change in the law in 2013 we are unable to authorise any holidays in term time and we ask that pupils are not absent from school except in the most exceptional of circumstances

All absence requests must be made in advance on the correct request form which is available on the school website and from Reception. If your request is not approved the school has the power request a Fixed Penalty Notice be sent to parents.



### Fixed Penalty Notices

Section 444 of the 1996 Education Act says that parents must ensure that their child attends school regularly & on time. If a parent fails to do this the school has the authority to issue a Fixed Penalty Notice. This is £60 and increases to £120 if not paid within 28 days. In more serious cases parents may face a fine of up to £2500 or a custodial sentence.

## Punctuality

Good punctuality is important & pupils are expected to be in school & in Registration from 8.30am. If a pupil arrives late they will receive a late mark & a 10 minute detention.

If a pupil arrives after 10am they will receive a U mark. This is an unauthorised absence

### Achievement

Absence for any reason stops students learning and there is a strong link between attendance and achievement at school.

Statistically, pupils are likely to drop a grade at GCSE once their attendance falls below 91.6%

### Authorised v Unauthorised?

Only a school can authorise an absence.

Some examples of **unauthorised** absences;

Parental illness.

Looking after siblings.

Shopping trips

Visiting relatives



## Medical Absences

We understand that sometimes illness may prevent your child from attending school.

We ask that medical appointments be made outside of school hours where possible. Where this is not possible appointment cards can be brought into school for the absence to be authorised.

We are usually only able to authorise half a day for appointments except in exceptional circumstances. If you are unsure whether your child is able to attend due to illness, please contact us and we will always try to help. Many medical conditions can be sensitively managed in school to enable your child to continue their learning,

## Attendance Fast Tracks

If your child's attendance falls below 95% (without good reason) the school may initiate a Fast Track as a supportive measure. Absences will not be authorised during this time period without verification. You will be notified of a Fast Track via letter. Non improvement of attendance following a Fast Track may result in a Fixed Penalty Notice being issued by Leeds City Council

## Talk To Us:

If you would like to discuss your child's attendance, or think we can support or help in any way, please call our

Attendance Improvement Officer –

Miss K Simon  
on 0113 336 8541.



Your child's Year Manager can also be contacted via reception.

We ask that parents call us on each day of absence to keep up updated must telephone school as soon as possible on 0113 336 8541 - a message can be left that will be passed on to your child's tutor



# A Parent & Carers' Guide to School Attendance at Crawshaw Academy

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