

## Is Your Child Missing Out?

### Focus on Attendance and Punctuality

Research has shown that regular attendance and good punctuality are crucial factors in children achieving their full potential in education. At Abbey Hey Primary Academy we wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends the academy every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties, but we are also committed to improving attendance levels at the academy.

The target attendance figure for all children is a **minimum of 97%** attendance. Based on current attendance figures your child will be placed in one of the following groups below.

#### Group 1: No Concern - Green Group

The child attends for 97% - 100% of the time.

#### Group 2: Concern - Yellow Group

The child attends for 96% - 96.9% of the time.

#### Group 3: Risk of Underachievement – Amber Group

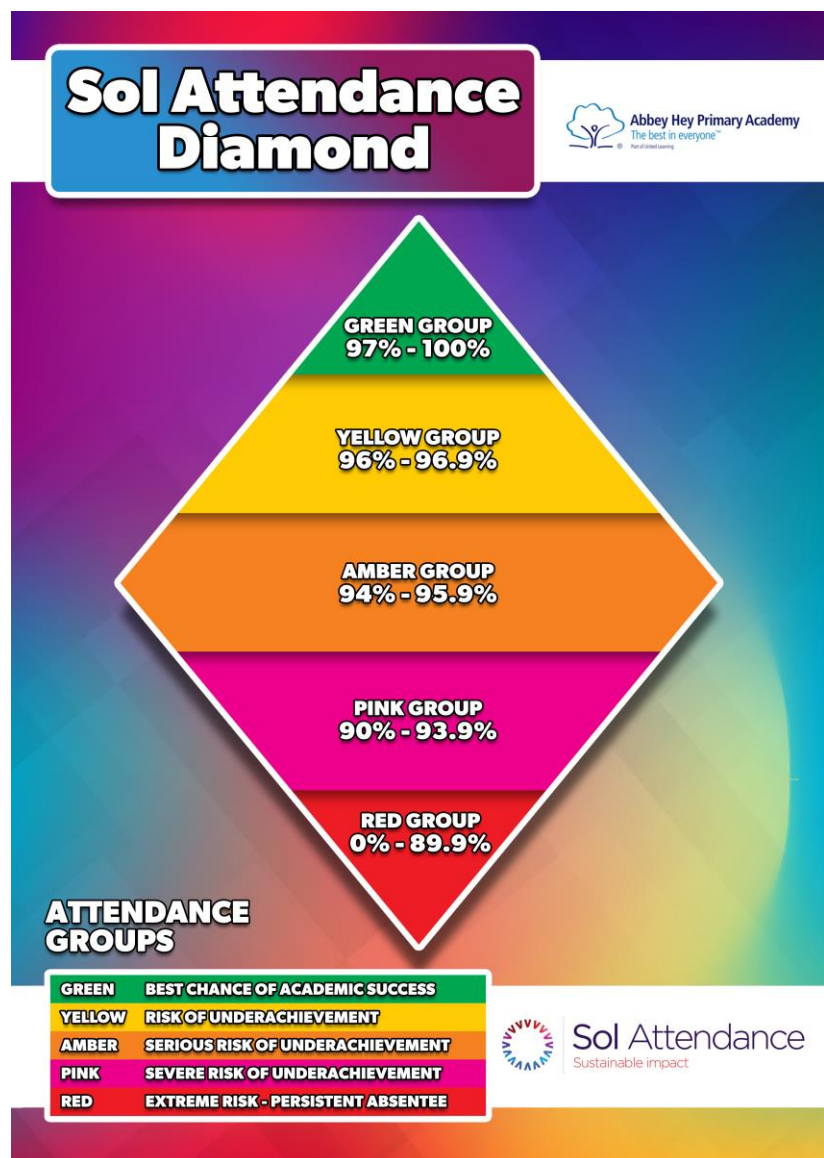
The child attends for 94% - 95.9% of the time.

#### Group 4: Severe Risk of Underachievement – Pink Group

The child attends for 90% - 93.9% of the time.

#### Group 5: Extreme Risk of Underachievement – Red Group

The child attends for 0% - 89.9% of the time.



Abbey Hey Primary Academy are monitoring children closely whose attendance is falling and will contact you if your child's attendance does not improve. As a parent/carer you are committing an offence if you fail to ensure that your child attends the academy regularly and punctually. It is important that parents/carers monitor single day's absence, as these days soon add up to weeks. At Abbey Hey Primary Academy we reward children who attend the academy each day and whose attendance is improving. Children are also rewarded for good punctuality.

Things you can do to help .....

- Ensure your child attends every day, on time, equipped and ready to learn. School doors open at **8.30am** and lesson time begins at **8.45am**. Children arriving after **9.15am** may be marked absent and will require a genuine explanation or the absence will remain un-authorised.
- Ensure school has up-to-date addresses and telephone numbers. We will contact you if your child is absent and you have not contacted us. This ensures that the absence is quickly identified.
- If your child is ill, contact school on the **first** day of absence.
- If no contact is received regarding the absence, it is recorded as **un-authorised**. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a poor attendance record.
- Ensure that medical appointments are made outside of school time.
- Avoid trivial absences such as, 'buying new shoes'. This would not be accepted as a reasonable absence.
- Holidays should not be taken in school time. Any Leave of Absence can only be agreed by the Principal and only agreed where there are exceptional circumstances.
- Respond to letters, telephone calls, texts or dojo messages regarding attendance and punctuality.
- Contact your child's class teacher if you are experiencing difficulty in getting your child into school.
- If you need help with attendance please speak to Mrs Bowcock in the office, Clancey (Family support worker), Alyson Knowles (attendance officer) or Mrs Short (SENCO/Safeguarding lead)

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Abbey Hey Primary Academy.

