

## Who to contact in case of absence

If your child is absent please contact school either in person or by telephone as soon as possible on the first day of absence.

The telephone number is 01924 679680.

Education Welfare Officer is currently Mrs Emma Pinder.

Gawthorpe Community Academy

High Street, Gawthorpe

WF5 9QP

01924 679680

[enquiries@gawthorpeacademy.co.uk](mailto:enquiries@gawthorpeacademy.co.uk)

# Gawthorpe Community Academy

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**Attendance Matters**

**Working Together**



## Why is good attendance and punctuality so important? The Facts

- Taking 10 days absence for family holidays in an academic year means that the maximum attendance your child can achieve is 94.7%.
- Gawthorpe academy expects that **ALL** children will achieve a minimum of 95% attendance regardless of their year group. Every stage of a child's education is of equal importance.
- Regular attendance at school is a legal requirement and it is vital if your child is to benefit fully from their education.
- Any absence can disrupt your child's education – whether through illness or holidays in term time.
- Everyday your child is absent they miss important lessons (summer born children already have 2 full terms less than autumn born children).
- It is very easy to fall behind with work, but very difficult to catch up.
- Having an education will give your child the best possible start in life.
- Two weeks absence means your child loses 60 hours of learning which they can never get back. Your child could miss a whole topic which will not be revisited.
- A two week holiday during term time every year of your child's life equals almost 2 full terms of education missed over their whole school career.
- Friendships suffer – during 2 weeks' absence social groups change. Your child may not fit back into the same friendship group on his/her return.

## Parents Responsibilities

As a parent, you have a legal responsibility to ensure that your child attends school regularly.

You must make sure that your child-

- Arrives at school on time.
- Attends regularly.

Please make sure your child leaves home on time. If travelling any distance please allow ample time for traffic or other delays.

The door opens at 8:45a.m. Morning registration begins at 8:50a.m. and closes at 9:00a.m. Children who are not registered in class by 9:00a.m. will be marked as unauthorized absence in the register and must sign a late-comers slip in the main office.

If your child is absent from school please:

As early as you can on the first day of absence telephone the academy on 01924 679680 or call at the academy reception or inform the teacher in person.

Or

When your child returns to school please send a signed/dated note which gives the reason for the absence.

The local authority's policy not to authorize holidays during term time has been adopted by the academy. Government advises that you should not take your child out of school for family holidays during term time. The regulations make it clear that parents have no right or entitlement to take their children out of school for family holidays.

Please try to arrange doctors/dentist/hospital appointments out of school hours.

## School Responsibilities

- To work with parents to encourage regular attendance and punctuality of their child.
- A record of attendance must be kept giving the exact reason for the child's absence.
- If no reason is provided by parents (by telephone, in person, in writing) the absence will be recorded as unauthorized (DfES class this as truancy) and will remain on the child's record.
- If your child is absent, it may be that school will contact you to establish the reason for the absence.
- The school will promote and encourage good attendance via its reward system.
- The school and Education Welfare Officer will conduct attendance checks throughout each half term.
- Children with poor attendance records and lateness will be monitored and followed up by the academy and / or Education Welfare Officer. In extreme cases excess absence could lead to official warnings or even prosecution and fines. This information can be transferred to the High Schools.