

School Attendance and the Law

Regular attendance at school is essential. Failing to attend school regularly can have a major impact on a child's education, attainment and life chances.

Regular attendance means attending school every day, arriving at school on time and attending every lesson.

It is the parents'/carers' legal responsibility to ensure that their child attends school regularly.

Under section 444 of the Education Act 1996, parents and carers have a duty to make sure that their children attend school regularly. Parents/Carers who fail to ensure that their children attend school regularly, without good reason could:

- Receive a Penalty Notice Fine of £60 per parent, per child.
- Be prosecuted in the Magistrate's Court and be fined up to £1000.
- In more serious offences, they could be fined up to £2500 or face imprisonment.



If your child is absent from school:

1. On the first day of absence you should call the school as early as possible, before 9.00am on **Tel: 01900 873926** or email absence@workingtonacademy.org
Please give your child's name, form group and specific reason for absence.

2. You must do this **daily**, for each day that your child is absent.

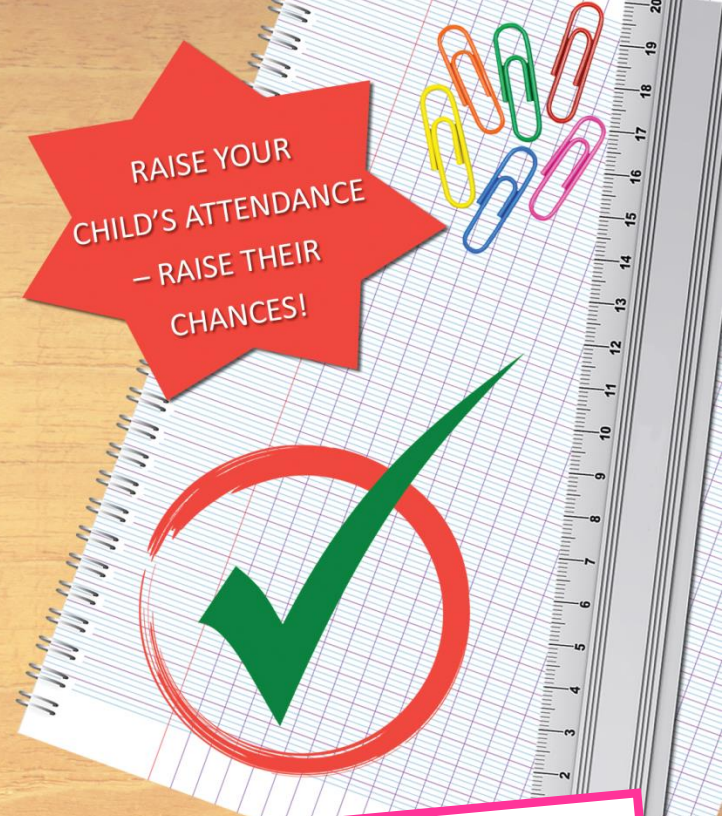
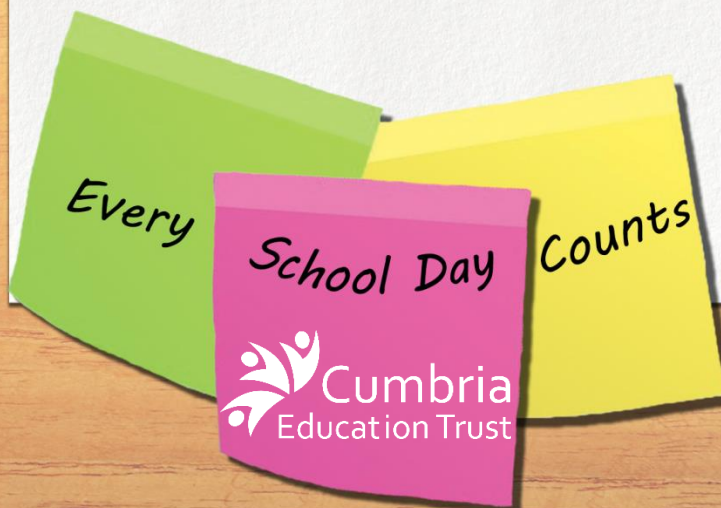
Please do not be offended if further contact is made with you to discuss your child's absence and to support them in returning to school as soon as possible.

3. A note must be sent to your child's Form Tutor on their return to school. This note could be written in your child's Student Planner.

4. If your child is not in registration and we have not heard from you, we will try to contact you. We will ask you to contact us with a reason for absence.

5. If the school is not satisfied with the reason given for absence or no reason is forthcoming the absence will be recorded as unauthorised.

The Local Authority will be notified of any students who fail to maintain regular attendance at school and/or have a high number of unauthorised absences.



Workington Academy



Information for
Parents and Carers



Why does attendance matter?

Workington Academy is committed to encouraging and developing every student's academic and personal development through regular attendance. Regular attendance at school is vital to help students:

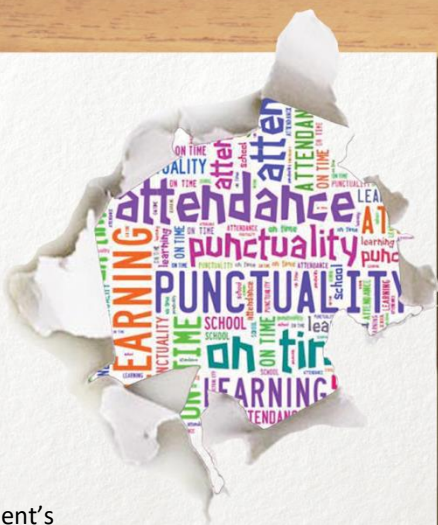
- Achieve potential and fulfil aspirations
- Learn new things and develop life skills
- Increase confidence and self esteem
- Improve social skills

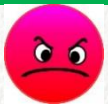
There is a strong link between good school attendance and achieving academic potential and positive exam results. Good attendance at school also shows potential employers that a young person is reliable.

What is Good Attendance?

Workington Academy's expectation is for every student to achieve at least 97% attendance.

We are here to support you and work with you to help your son/daughter.



RED		Below 94%
AMBER		94%-96.9%
GREEN		97% and above

90% may sound good but, in fact, 90% attendance means a student is absent from school for the equivalent of one half day every week. Over the academic year this equates to **FOUR** whole weeks.

90% attendance is also the Government measure for Persistent absence. If your child's attendance drops below 90%, they are at risk of Local Authority intervention and prosecution.

It is vital that students do not put themselves at a disadvantage within school, by having poor attendance, which can have a huge negative impact on their development, progress and achievement of potential. Often low attendance contributes to poor exam results.



When your child is absent:

By law, schools must record absences and the reasons given. School absence falls into one of two categories:

- **Authorised** - those which schools can give you permission for, i.e. illness, hospital/dental treatment appointment for the student, religious observance, death of a close relative. In some circumstances the school may request verification is provided such as a medical certificate or appointment card.
- **Unauthorised** - oversleeping/missing the bus, holidays, birthday treat, check-ups with G.P. or dental practice, looking after other children etc.

Only the Headteacher can officially authorise an absence. Parents should provide reasons for absences and the school will decide on authorisation according to Government Guidelines.

Holidays should only be taken during the school holiday period and not during term time. Fines may be issued for any unauthorised holidays taken in term time.

PLEASE CONTACT YOUR CHILD'S YEAR GROUP TEAM IF YOU ARE CONCERNED OR NEED HELP WITH YOUR CHILD'S WELFARE OR ATTENDANCE.

attendance
punctuality
school
Learning
on time

