



MANSFIELD PRIMARY ACADEMY

ATTENDANCE

Mansfield Primary Academy is committed to improving the attendance and punctuality of all our pupils as we want the very best opportunities for your children.

The Government's target for each child is to attend for 96% of the time.

We understand that some children's attendance is low due to understandable circumstances, e.g. long term illness or a medical condition. This will always be taken into consideration; however, it is **very important** to keep us informed.

Attendance below 90%

- Causing serious concern.
- Extremely poor attendance causes poor behaviour, poor learning, and difficulty in building relationships in school. If attendance is not improved a child's life experiences will become restricted.
- The Academy will monitor attendance, will meet with and support parents, and if no improvement is made, may refer cases to the Attendance Officer.

Attendance between 90% and 95%

- Causing concern.
- Poor attendance will prevent a child reaching their true academic potential and full participation in school life.
- The Academy will monitor attendance and may meet with parents. The Attendance Officer will support parents as necessary to improve their child's attendance and punctuality.

Attendance between 96% and 100%

- Children will have every chance to progress in their learning, building positive relationships, and attaining their true potential.
- The Academy will monitor pupils to ensure their attendance and punctuality is maintained.
- Children will be rewarded regularly: Dojo's, movie sessions, or days out.

HOW CAN I SUPPORT MY CHILD?

How can I help my child be on time?

- Establish a clear night-time and morning routine. Make sure your child goes to bed at a reasonable time and has a clear structure for how to get ready for school in the morning.
- Allow plenty of time in the morning for your child/ren to get ready – Get them up 10 minutes earlier if you feel that they need longer in the morning to get ready.

Why is it important for children not to miss school?

- It is important that your child receives a good education. Children only get one chance at school and their chances of a successful future may be affected by not attending school regularly.
- Punctuality is also important as arriving late can be very disruptive for your child, the teacher, and other children in the class.
- Research has shown that children with poor attendance can be drawn into crime as they get older.
- It is important to develop good habits of attendance and punctuality for their later working life.

What about holidays during term time?

- The law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the head teacher. This was confirmed in a Supreme Court ruling in 2017.
- A holiday form needs to be completed and handed in to school **before** booking travel for holidays in term time as permission may not be granted; especially if your child has poor attendance.
- Please note that the principal is only permitted to agree a leave of absence in term time for exceptional circumstances.

- You can be fined for taking your child on holiday during term time without the principal's permission:
 - Penalty notices are issued at £120 (per child, per parent) and must be paid within the statutory 28-day deadline. Penalty notices are only reduced to £60 if they are paid in full, within 21 days of issue from the council. All fines must be paid within 28 days of issue otherwise you may be prosecuted in court.
 - If you are prosecuted at court, you could get a fine of up to £2,500, a community order or a jail sentence of up to three months. The court could also give you a Parenting Order.
 - Parents who decide not to pay a fine and contest the matter in court should seek legal advice before doing so.

What about illness?

- We understand that children are sometimes ill. Please tell us in the morning if your child will be off that day by leaving us a voicemail or emailing admin@mansfieldprimaryacademy.org.
- Children may also attend an **urgent** medical or dental appointment in school time. However, we find that appointments are less disruptive at the end of the school day. Routine appointments such as dental check-ups should be made during school holidays or after school.
- It is not acceptable for children to miss school for shopping or birthdays.
- If your child has a lot of unauthorised absences, the school will be in touch so we can work together. Unauthorised absences are those which the school has **told you** we do not agree with.
- As a parent you are responsible for making sure your child attends regularly. If your child has a minor illness such as a slight cold, headache, or cough, they should attend school. If they get worse during the day, they will be sent home.

LATES

Mansfield Primary Academy responds to lateness in the following ways:

- The academy actively discourages late arrival by challenging pupils who are persistently late or arrive late without reasonable explanation.
- The Academy Day begins at 8.45am and registers close in line with national guidance at 9.15am. Afternoon registers are taken at 1:00pm.
- When a pupil arrives late, after 8.50am, but during the period when the register is open, they will be marked as L – Late, and the minutes recorded.
- Those arriving after 9:15am will be marked as U – Unauthorised Late (after registers closed), unless proof of the absence can be provided, i.e. medical appointment. If evidence is provided, the absence will be marked with the appropriate authorised code where necessary.
- Lateness is monitored daily and letters are sent to parents/carers of children who need to improve their punctuality. Improvements in punctuality are recognised in a letter to parents/carers. Persistent Lateness may incur a fine from the local authority.