

Term time holidays

In order to maximise individual achievement, parents should not take family holidays during the term time period. The Local Authority has the power to fine parents if their child is absent from school without authorisation. Please note, the academy will not authorise holidays during term time.

Appointments during term time

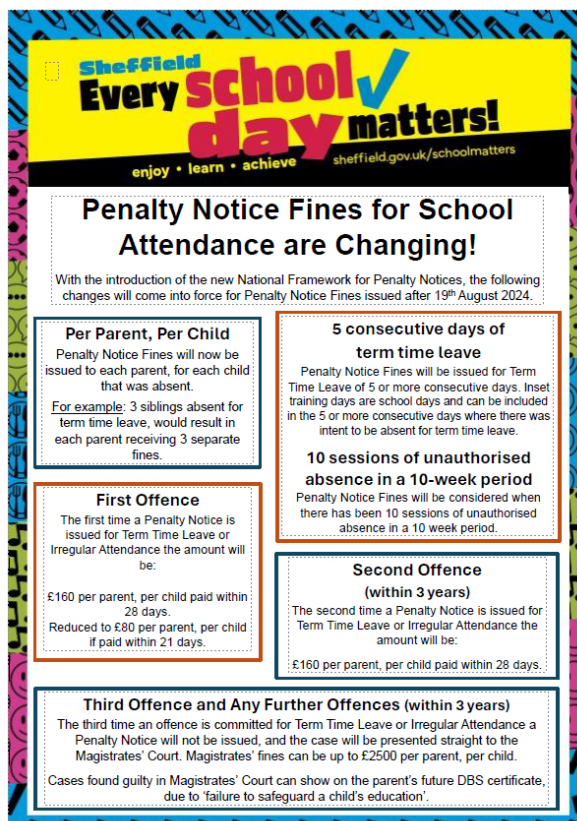
We understand at times that there can be genuine reasons for absences. Please remember to keep the Academy Office and the class teacher informed. As per our safeguarding procedures if contact is not made then the attendance team will carry out a home visit as it is important that we know where your child is.

What can you do to help?

- Do not book holidays in term time.
- Make medical appointments after your child has had the morning or afternoon attendance mark
- Do not take your child out of school unless it is exceptional circumstances
- Always ring the school to let us know where your child is and why they are absent.
- If your child has been ill, encourage them to attend as soon as they are fit and able.
- Be punctual and set good routines, as persistent lateness will affect their

What if my child's attendance continues to go down and isn't improving?

If your child's attendance continues to decline, the academy can offer a range of support measures. Please speak to the attendance team or the class teacher. However, if after support is provided and the attendance has not improved, the Local Authority may issue a fine, according to the new guidance which came into effect from 19th August 2024.



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Penalty Notice Fines for School Attendance are Changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child Penalty Notice Fines will now be issued to each parent, for each child that was absent. <i>For example:</i> 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.	5 consecutive days of term time leave Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset: training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.
First Offence The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.	10 sessions of unauthorised absence in a 10-week period Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.
Second Offence (within 3 years) The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.	
Third Offence and Any Further Offences (within 3 years) The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.	



GREENGATE LANE ACADEMY

Astrea Academy Trust

INSPIRING BEYOND MEASURE

Attendance Leaflet for Parents/Carers

At **Greengate Lane Academy** we take attendance and punctuality seriously. We expect all pupils to attend school regularly and to arrive at school on time and ready to learn.

Our systems for monitoring and improving attendance give pupils the best possible chance of success both academically and socially.

We provide support for families through our Attendance and Pastoral team. Please speak with a member of the team if there are issues you would like to discuss that are impacting on your child's regular attendance.

Let's work together to ensure all our children are in school every day.

Attendance and your legal responsibility as a Parent/Carer

You have a legal responsibility to make sure that your child attends school regularly. If your child is not attending school regularly the Attendance Officer will contact you to arrange a meeting to discuss any concerns that you may have. We have a duty to report unauthorised absences to the local authority and the parents of pupils who have a record of persistent and/or unauthorised absence may be fined or have legal action taken against them.

Punctuality and your legal responsibility as a Parent /Carer

Being on time for school establishes good habits for the future. Being late for school has a significant impact on learning time and will ultimately affect the attainment your child due to the disruption it causes.

School Opening & Closing times

Nursery AM (8:40-11:40am)

Nursery PM (12:15-3:20pm)

Whole School (8:40-3:20pm)

Persistent Absence

All parents have a legal responsibility to ensure their child attends school regularly and to be punctual. It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered pupil at Greengate Lane Academy.

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to fulfil their potential. The Department for Education has published data on their website that clearly shows the link between attendance and attainment. It also highlights the impact on a child education if attendance is not consistently above 95% throughout their schooling.

Any pupil who misses 19 days or more of school and has attendance below 90% is classed as persistently absent. This figure is not acceptable, and it will be expected that the family will work with the academy and local authority in order to improve your child's attendance.

These families will be regularly tracked and invited into school to attend meetings on how to improve their child's attendance.

Authorised and Unauthorised Absence

If a student is absent from school, it is vital that their parent/carer lets school know as soon as possible to give a reason either over the telephone or in person at the gate or office. All absences from school can result in a telephone call and/or a home visit.

- **What is an Authorised Absence?**
Your child is too ill to attend school
- An unavoidable medical appointment
- An agreed leave of absence authorised by the headteacher

What is an Unauthorised absence

- A family holiday
- Sleeping in or staying at home because a sibling or parent is unwell.
- Taking a day off because it is your child's birthday.

