

Arriving late to school

Students should arrive on site for 8.30am ready to start their day at 8.40am. Pupils who arrive after 8.40am should go straight to the school office to be signed in to the late book.

Our registers officially close at 9.10am. Children arriving after this time will be marked with a U-code. This means they are so late, they count as absent for the morning session unless a specific reason is provided for the lateness.

How can parents/carers help their child have good attendance and punctuality?

As part of our whole-school approach to maintaining high attendance, we request that parents/carers:

- Ensure that their child attends on each day that the school is open.
- Provide an emergency contact number for more than one person.
- Maintain stable routines at home (especially regular bed times and morning wake-ups) to support with attendance and punctuality.
- Do everything they can to prevent unnecessary school absences, such as by arranging medical and dental appointments outside of school hours.
- Contact the school as soon as possible when a child has to be absent from school. [attendance@thecityacademy.org]
- Avoid unnecessary absences, such as non-emergency medical or dental appointments during school hours

- Inform the school of any changes in circumstances which may impact on a child's attendance.
- Work directly with the school to address any barriers to the child's attendance.

Other Resources

Hackney School Attendance Support Team.

<https://education.hackney.gov.uk/content/attendance>

020 8820 7288

Hackney SAST officers can advise on children whose attendance levels have fallen to persistently absent (attendance below 90%) or severely absent (attendance at or below 50%) levels.

Families can refer themselves directly for support by contacting the number above.

Parenting courses and family support

If you feel you need support, and would like further advice or guidance about parenting a teenager, please let the school know. Our safeguarding team will be able to support referrals to family support services or parenting workshops.

For further information

Should you have any questions about your child's attendance and/or punctuality, please contact the school's Senior attendance champion, Mr Evans via the office email address attendance@thecityacademy.org.



Improving Attendance and Punctuality

The Role of Parents & Carers

Attendance is the essential foundation for positive outcomes for all pupils including their safeguarding, mental-health and welfare.

The most effective schools consistently promote the benefits of good attendance at school and set high expectations for every pupil.

Why is good attendance and punctuality important?

Research by the Department of Education, shows that the children with the highest attainment at GCSE have the highest rates of attendance.

If a child isn't in school, then they aren't learning.

What does 90% attendance mean?

90% attendance sounds good, but actually...

- **90% attendance** = ½ a school day missed every week!
- **One school year at 90% attendance** = 4 weeks of missed lessons. This is 120 face-to-face lessons.
- **Over 5 school years, 90% attendance** = ½ of a whole school year missed!
- Children with **90% attendance** or below are categorised by the government as being '**persistently absent**'.

It's your responsibility

Under Section 7 of the Education Act 1996, parents are responsible for ensuring that their children of compulsory school age receive full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have.

If a child is registered at a school, they must by law attend that school regularly and punctually.

Under Section 444 of the Education Act 1996, parents who don't send their child to school regularly are guilty of an offence, as are parents who know that a child is failing to attend school regularly and don't do something about it.

Reporting an absence

When a child is absent from school without prior permission, parents/carers should inform the school by emailing attendance@thecityacademy.org on the first day of absence to give the reason for absence.

Parents/carers cannot authorise absences and should be aware that either calling the school or providing a note for an absence does not automatically mean it will be authorised.

What is an authorised absence?

There may be some circumstances where the school will authorise absence such as:

- Illness
- Religious observances.
- Visits to prospective new schools, external exams or educational assessments.

Illness

If a student is absent due to illness, this absence will be authorised if the school accept the reason as valid, and the student's attendance is **96%** or more. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

In addition to the above, there are other circumstances in which absence **will not be authorised without medical evidence**. These include:

- During the first and last week of a half-term.

- During mock and official examinations.
- When a pupil's previous attendance in the academic year was 95% or below.

Medical or dental appointments

Medical and dental appointments should not be booked during the school day. If, in exceptional circumstances, absence for a medical appointment has been given, the student should only be out of school for the minimum amount of time necessary for the appointment.

Please note that medical appointments for students whose attendance is below 96% will only be authorised in exceptional circumstances.

Religious observance

We understand that religious festivals sometimes fall outside school holidays or weekends. In such cases, parents/carers may request authorised absence or special leave for religious observance, (it would be rare for this to be over one day).

Family holidays and term time leave

Absences during term-time can only be authorised by the principal and only in exceptional circumstances. You must make an application to the principal if you want to take your child out of school during term time.

The principal will determine whether the absence is **exceptional** and whether this is authorised or not. Holidays during term time will not be authorised. If a leave of absence is granted, the principal will determine the length of time the pupil can be away from school.

You will be fined by the local authority if you take your child out of school during term time without permission.