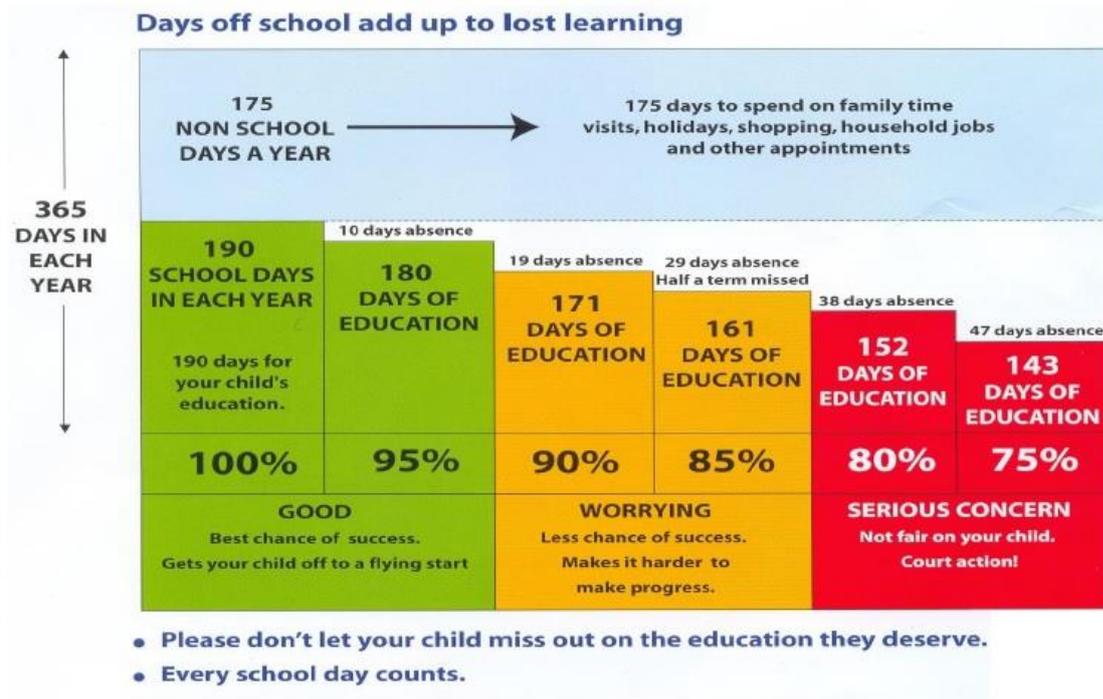


## Attendance Matters

Once a child is registered at a school, it is the legal responsibility of the parent or carer to make sure that they attend regularly and on time. If a child fails to attend regularly then there is a risk of a Fixed Penalty Notice being issued or of prosecution. There is also likely to be a negative impact on the child's learning, friendships and confidence in school.

The school gates open at 8:45 and remain open until 9:15 to facilitate social distancing so we do not expect children to be arriving late. If there is an issue then please call the office as early as possible.



## Academy Attendance

At Aughton Junior Academy our motto is "Every Minute is for Learning" which is why making sure that children school regularly is such a high priority. Regular attendance gives children the best chance of achieving academically and of maintaining positive and meaningful relationships with their peers. Primary school is where children start creating routines and habits which travel with them throughout their lives. This is why as an academy we strive to work with families from an early stage so that children travel through school with a positive attitude towards attending school regularly.

Our attendance target is 97%. This target is shared regularly with pupils and they are celebrated regularly when they achieve it or make significant improvements.

## Rewards

Weekly – An Attendance Trophy is given to the class with the highest attendance for the week. Attendance will be shared on our Facebook page with a 'shout out' to the winning class.

Termly – All pupils who achieve over 97% will receive a certificate as part of the end of term celebration assembly

Yearly – All pupils who achieve over 97% for the whole year will receive an Ace Bear and will be entered into a special draw to win 2 tickets to Gulliver’s Valley Theme Park.

Across the year – Stickers, good attendance cards and other small prizes will be given out throughout the year to children with good attendance and our attendance improvers to give every child a chance to achieve success.

### **Attendance Support**

As an academy we regularly track and monitor attendance in order to identify pupils who are at risk of falling behind due to gaps in their attendance. We would like all the work we do around attendance to be done in partnership with families so please do not be offended if a member of staff approaches you to discuss absence. Below is a breakdown of how we aim to work with children, families and where necessary other professionals, to maintain good attendance.

- Every 2 weeks the Academy Education Welfare Officer, Jill Saccomando, will meet with the AJA Attendance Lead, Kate Stewart, to review academy attendance and identify any pupils at risk of falling below the attendance target.
- Identified pupils will be given a personal attendance tracker to motivate them to come to school.
- If the child has improved their attendance after 2 weeks they will be rewarded and be off monitoring.
- If a child continues to have low attendance or is regularly going onto monitoring then parents will be invited to have a meeting to see if any additional support is needed. Again any improvements in attendance will be rewarded.
- If there is no improvement then a meeting will take place with Jill Saccomando (EWO) present to offer additional support.

The goal of any meetings is to support families and to work together on improving outcomes for children within the academy.

### **Absence**

#### **Medical Appointments**

We do advise parents to try to make non-essential medical appointments for children outside of school times where possible. We do know that this is not always possible but if you do have to take a child to an appointment then please inform school in advance and provide evidence wherever possible so we can update our records.

#### **Absences due to Illness**

We do understand that at times periods of absences are unavoidable due to illness, however if your child can be in school then they should be. If your child has a mild illness then they can be sent in with medication and a medication form, from the school office, so that they can continue to access their learning. If your child is too unwell to come into school then the office should be informed prior to 9:30 on the first day of absence.

## **COVID-19**

Current guidance from Public Health England and the Department of Education states that if your child has any of the following symptoms:

- **A high temperature**
- **A new, continuous cough**
- **A loss or change in sense of smell**

They should not attend the academy and should book a test as soon as possible. Information regarding the result of the test should be shared with school prior to the child's return.

## **Unauthorized Absences**

Government guidance states that

“From 1 September 2013, Schools are no longer allowed to authorize any requests for children to be taken out of school for a holiday during term time.”

In the 2019/20 academic year there were 283 learning sessions lost to term-time holidays. Following on from the partial closures of schools during the height of COVID-19, it is now more important than ever that children are attending regularly and we ask parents/carers to consider this when planning holidays. There are 175 non-school days in a year and we encourage you to organize holidays during these.

If you do book a holiday during term time then you must fill out a Leave of Absence form which is available from the office or the website. There is an expectation that children will have to catch up on missed learning with support from parents/carers.

School are only able to authorize absences for illness or exceptional circumstances. Authorised absences will be at the discretion of the Principal. School will not be able to authorize for the following reasons:

- Sickness of a parent or other family member
- Birthdays or child or family member
- Problems with transport
- Visiting family/friends with different holiday dates