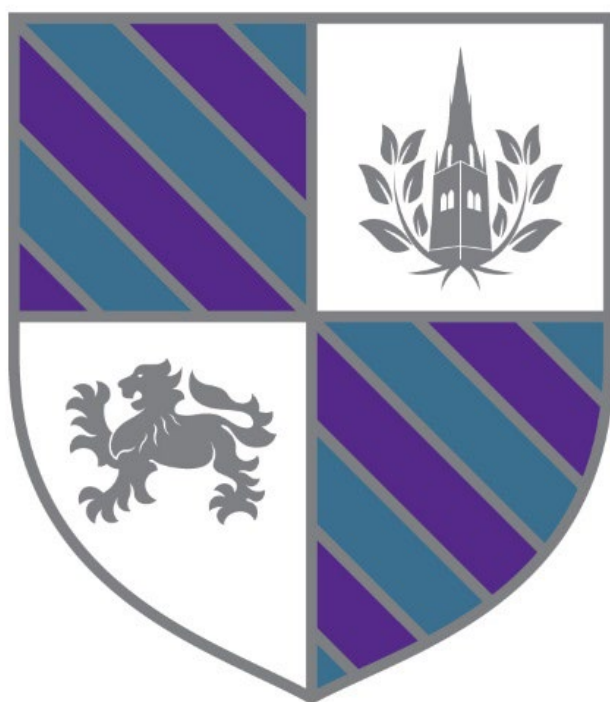


Magnus Church of England Academy



Parents' Guide to Attendance and Absence

All you need to know about attendance and absence

The Government's expectation is that students should have 95% and above attendance. This equates to no more than 9 days off in any one year.

Failure to ensure regular school attendance can lead to a Fixed Penalty Notice of £160 per parent, per child or prosecution where fines can be up to £2,000 and even up to 3 months' imprisonment.

Our school attendance target is 96%, this is what Ofsted deem to be outstanding.

Unauthorised vs authorised absence

10 sessions of unauthorised absence in a 10 week period will also be referred to the local authority. This could be one absence that exceeds 4.5 days or a number that cumulatively exceed 4.5 days.

The Academy reserve the right to deem what is authorised absence or unauthorised absence. Here are some examples of authorised absence:

- Illness that is reported by a parent/carer. ***Medical evidence will be asked for if this absence exceeds 4 consecutive school days or if the student's attendance is a cause for concern.***
- A family funeral.
- A hospital appointment. ***Letters of the appointment must be provided prior to the absence in order to ensure this is authorised.***

Unauthorised absences need to be avoided; unauthorised absence is an illegal absence and can lead to fines and/or prosecution. Here are some examples of unauthorised absence:

- Absences that are not reported/explained by a parent or carer.
- Holidays that exceed 4.5 days (this is inclusive of Inset days that are either side of the 4 day period).
- Keeping your child off due to issues with friends in school.

Hints and Tips

Always report your child's absence to the school. If you fail to do so, this leads to unauthorised absence which in turn can lead to fines of £160 per parent per child.

Always make non-emergency medical appointments outside of school time as these will be unauthorised.

School day attendance is split into 2 sessions, the morning (AM) and afternoon (PM). Students get a mark for each of these and both count to overall attendance.

This means:

- If a child does have an appointment and there is no way it can be made after school, ensure that they attend first thing, leave for their appointment, then return in the



afternoon. Or, ensure they leave after 1pm, this way your child gets both their AM and PM mark.

- If they cannot return then ensure they come in first thing, they will then gain 50% of their attendance for that day.
- If your child wakes up and feels too ill to come to school but then feels better later in the day, send them to school. This will gain them 50% of their daily attendance.

Do not keep your child off due to issues with their friends. This does not solve any problems and often makes it worse. Speak to us ASAP and we will do everything we can to help – this is often resolved really quickly. ***Note: Issues in the community/outside of school hours or on social media need to be dealt with appropriately by the parent/carer. We will support where able but would expect this to have been appropriately addressed.***

If your child reports that they have issues in school, talk to us ASAP. Do not remove them from school without attempting to resolve the issue as this will be recorded as unauthorised absence. Often in these cases the child has not spoken to a teacher/staff member about the incident.

Always check the school calendar for INSET days, we often have different INSET days to primary schools.

Get in the mind frame of every little helps. Absence rates often surprise parents when we have concerns as they have crept up over time.

Communicate with us. Don't be worried about calling for help and/or advice, we will never judge, we are always here to support our students and parents in any way we can.



Frequently asked questions

Q: If my child is not in school for an authorised reason do they still lose their attendance?

A: Yes, anything other than school attendance in any form loses your child attendance percentage. (This does not include school trips or alternative provision organised and provided by school.)

Q: Will I receive a fine if I take my child out of school for a holiday?

A: Yes, holidays are not authorised and we follow Nottinghamshire County Council guidelines: <http://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence-truancy>.

Q: Do I have to keep my child off school for a certain amount of time for illnesses?

A: This depends on the illness, always call to ask for advice to avoid any unauthorised absences.

Q: If my child is in Post 16 do I have to report their absence?

A: Yes, we only accept calls from parents.

Q: Do I have to call every day of my child's absence

A: Yes, we ask that you call every day for safeguarding reasons.



Useful contacts

All absences must be reported in the “Report your child absent” feature in the ClassCharts app.

Please ensure you download ClassCharts app from the app/android store.

If you would prefer to speak to Mrs Rogers (Education Welfare) or Mrs Lancaster (Attendance Officer) call 01636 680066 option 1. Messages are always picked up so if you require a call back state this clearly in the message.

Email: Attendance@magnusacademy.co.uk

