



Frederick Bird  
Academy

# Attendance and Punctuality

Good attendance and punctuality are vital for success at school. They establish positive habits that children take into their adult lives.

**Our school target is for all pupils to have at least 96% attendance – this is classed as good attendance.**

Regular attendance is proven to:

**Build friendships**

**Give a sense of team values**

**Create routines and responsibilities**

**Enhance social skills**

**Develop life skills**

**Support academic achievement**

**Create resilient children**



Yearly Attendance	Yearly days missed	Yearly learning hours missed	Learning hours missed during school life (YR-Y11)
100%	0	0	0
97%	6	30	360
95%	10	50	600
90%	20	100	1200
80%	40	200	2400
50%	100	500	6000

## How does lateness affect my learning?

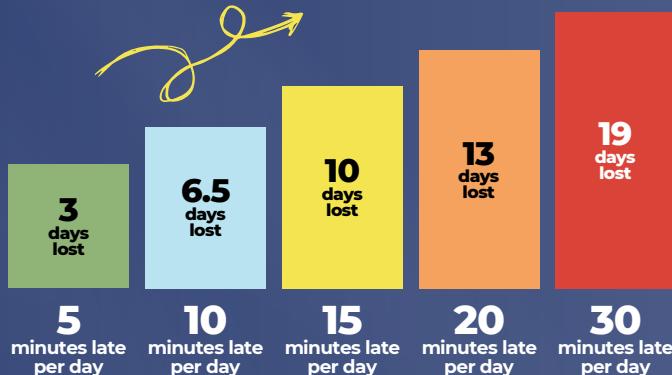


School mornings can be hectic. But when your child is late for school this means they are losing out on vital parts of their education. It is also distressing for some children to enter the school in a different door with unfamiliar adults.

Being as little as **5 minutes late each day** is the equivalent of missing **three full days of school in one year**.

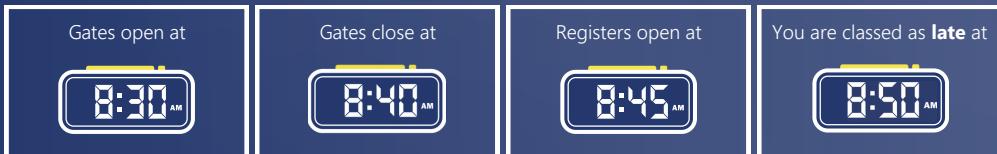


**lost  
minutes  
means  
lost  
learning**



**Every school day counts BUT every minute is equally important**

## Timings for the school day



## How to report your child's absence - Unexpected absence

To report an absence you can use the Studybugs app:

<https://studybugs.com/about/parents>

Or you can call the school number on 024 76 22 1920

Or you can speak to a member of the admin or pastoral team in the front office.

Please make medical and dental appointments outside of school hours wherever possible.



If this is not possible, your child will need to return to school after the appointment. To authorise these, we will need to see proof of the appointment.

If your child is absent and you do not contact school to make us aware you will receive a phone call or in some instances a home visit. It is a statutory requirement that we are able to account for school absences.

## **How to report your child's absence - Expected absence**

For expected absences e.g. family wedding please complete the Leave of Absence form with the pastoral team (front office), giving reasons for the request. This will then be either authorised or unauthorised by the Headteacher.

Absences will only be authorised in exceptional circumstances.

Family holidays will not be authorised and may incur a fixed penalty notice.



## **Fixed penalty notices**

A fixed penalty notice can be issued by the local authority for the following reason:

### **At least 10 sessions (5 days) of absence within a period of 10 weeks – this does not have to be 5 days together**

The fine for school absences across the country is £80 per parent, per child if paid within 21 days or £160 if paid within 28 days.

If a parent receives a 2<sup>nd</sup> fine for the same child within any 3 year period the fine will increase to £160 per parent, per child. Non-payment may trigger prosecution which could result in a fine of up to £2500 per parent, per child. If there are further absences, other actions such as a parenting order or prosecution will be considered.

Persistent absence may also trigger contact from the Local Authority Attendance officer. Their role is to offer support in the first instance. This can lead to parenting contracts and ultimately prosecution if the support is not engaged with.

## So how can we help?

As a school we recognise that barriers to attendance are far reaching and individual to each family. We practise a 'support first' model. If you are facing difficulties with attendance, please come and speak to the attendance team to see what we can do to help. We have a number of experienced staff with access to various types of support. Our aim is to support you and your child so that they attend school on time every day.



## Our Attendance/Pastoral Team



**Mrs Rees**



**Mrs Mason**



**Miss Walsh**



**Miss Wake**

**Attendance  
matters!  
Every student,  
every school,  
every day**



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**Inspire Education Trust  
Together we achieve, individually we grow**

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