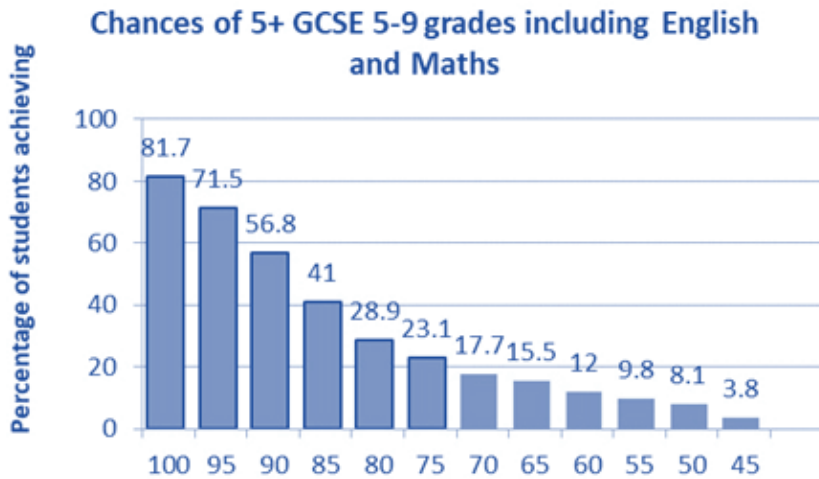


ACKLAM GRANGE ATTENDANCE

Be Here, Be On Time, Be the Best!



Here at Acklam Grange we take Attendance very seriously, and pride ourselves on having above national average yearly attendance. This is achieved through teamwork between school and home, to ensure we are working together to give our young people the best life chances.

It is the **legal responsibility** of parents/ carers/guardians to ensure that their child attends school every day.

Did you know there is a direct proven link between students' final year 11 assessment outcomes and their school attendance across their time in school?

Understanding Attendance Marks

School morning and afternoon registers are a legal document and must be taken by all schools in the UK

AM Register - This register closes at 9.15am; any lateness after this time will result in an absence mark and lower your child's attendance percentage. The student gates open at 8:00am. Students are expected to be on site before the gates close at 8:30am.

PM Register - This works the same as the AM register and is open for Period 4.

Authorised Absence - This is an absence that has been agreed with the school, with relevant evidence provided. This is at the discretion of the Headteacher.

Unauthorised Absence - This is an absence for which a suitable reason, or relevant evidence, has not been provided and so the absence is not authorised.

% Attendance - This is your child's individual attendance percentage based on their attendance over each registration period. Please note: even an authorised absence will still lower your child's % attendance, as they are not present in school.

ACC - Attendance Case Conference - If your child's attendance drops, with a number of unauthorised absences, parents/carers/guardians will be invited in to school to discuss a support plan for getting your child's attendance back up - failure to do so may result in a [fine or court action](#).

PCC - Punctuality Case Conference - The same as the ACC process above, actioned if your child is repeatedly late to school.

Supporting us to support you

Barriers to attendance are always much quicker to resolve when we can come together to discuss, with the shared goal of getting that student into school

· Support school by calling us on 01642 277700 to report an absence before 8.45am. absences should be reported daily to support with safeguarding all students

· If there is a pattern of absence that we as a school or you as a parent/guardian/carer notice - such as regular absence on a certain day, it is important to get together and discuss what we can do to overcome any challenges or barriers that may be preventing that student from attending

· If there has been any anxiety or worry about attending for any reason, it is important that we get the student and you as a parent/guardian/carer in to prepare a plan to support that student moving forward

· If a student has a sniffle we ask for your support in being resilient with getting that student into school - in the same way that we would be resilient in getting to work

· 3 Day Home Visits - as part of our support we will visit any student who has been absent for 3 days

Appointments during the School Day

- **Medical appointments** - While we appreciate that certain appointments cannot be changed we would urge all parents/carers/guardians, wherever possible, to ensure medical appointments are made outside of school hours. An appointment with medical evidence will still impact on a student's attendance - even if authorised the % attendance of your child will go down.
- **Optician's appointments** - As opticians open on weekends and in the evenings during the week, we expect these appointments to be made outside of school hours.
- **Leaving / Returning to school** - If an appointment must be made, it is expected that students come to school before the time of the appointment, and students are expected to return after the appointment.

Leave of Absence

- Any Leave of Absence form must be handed in **two weeks prior** to the absence.
- The form should include as much detail as possible, as well as supporting evidence.
- Please be aware Leave of Absence will only be granted in exceptional circumstances and is at the discretion of the Headteacher.
- There are up to 13 weeks of school holiday time across the year which should be used for holidays - students should not be removed from school for holidays during the school term.

***Please be aware that unauthorised absences, along with repeated poor punctuality will result in a [fine](#) for both parents, and can lead to court action.**

Rewards:

Throughout the year there are a number of rewards and opportunities available to those students who keep their attendance up.

We want all our students to be able to benefit from these rewards, by keeping their attendance up.

For more information

<https://www.gov.uk/school-attendance-absence>

Call to speak to:

Mrs Dani Dixon

Assistant Headteacher Pastoral/Attendance

Mrs Jane Greig

Educational Welfare Officer

Be Here,
Be On Time,
Be the Best!

Breakfast club available from 8am